

State of Georgia

Department of Transportation

Request for Qualified Contractors for Routine Maintenance Services



Request for Qualified Contractors for Routine Maintenance Services

April 1, 2016

Revision #1.0



REQUEST FOR QUALIFIED CONTRACTORS FOR ROUTINE MAINTENANCE SERVICES

GEORGIA DEPARTMENT OF TRANSPORTATION

This Request for Qualified Contractors (RFQC) for Routine Maintenance Services was developed as part of the continuing effort to provide guidance within the Georgia Department of Transportation in fulfilling its mission to provide a safe, efficient, and sustainable transportation system through dedicated teamwork and responsible leadership supporting economic development, environmental sensitivity and improved quality of life. This RFQC is not intended to establish policy within the Department, but to provide guidance in adhering to the policies of the Department.

Your comments, suggestions, and ideas for improvements are welcomed.

Please send electronic comments to:

Routemaintprequalification@dot.ga.gov

Or

Mail comments to:

Georgia Department of Transportation – Office of Procurement

One Georgia Center

Attn: Routine Maintenance Qualification Manager

600 West Peachtree Street, 19th Floor

Atlanta, Georgia 30308

DISCLAIMER

The Georgia Department of Transportation maintains this printable document and is solely responsible for ensuring that it is equivalent to the approved Department guidelines.

REQUEST FOR QUALIFIED CONTRACTORS FOR ROUTINE MAINTENANCE SERVICES
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LIST OF AFFECTIVE CHAPTERS

Document	Revision Number	Revision Date
Request for Qualified Contractors for Routine Maintenance Services	1.0	4/1/2016

REQUEST FOR QUALIFIED CONTRACTORS FOR ROUTINE MAINTENANCE SERVICES

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Routine Maintenance Services Request for Qualified Contractor's governs the Qualifications of Contractors to Perform Routine Maintenance Work for the State of Georgia Department of Transportation.

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I. Purpose/Summary

This Request for Qualified Contractors for Routine Maintenance Services governs the qualifications for contractors that provide routine maintenance and any related work for the Georgia Department of Transportation (GDOT).

II. How to Get Qualified for Routine Maintenance Services

A. Step 1 - Task A – Register as a Sourcing Bidder

Access Team Georgia Marketplace website.

<https://saofn.state.ga.us/psp/sao/SUPPLIER/ERP/h/?tab=DEFAULT>. Select “Register as a Sourcing Bidder” or “Supplier” under the login table. If you need assistance with registering as a “Sourcing Bidder” in Team Georgia Marketplace, access <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier> for more information. Access <http://doas.ga.gov/state-purchasing/purchasing-education-and-training/supplier-training> to watch a tutorial on how to register.

B. Step 1 - Task B - Add National Institute of Governmental Purchasing (NIGP) Codes

Click on the “Add NIGP Codes” option when completing the registration form on the Team Georgia Marketplace website. Select the NIGP codes that are applicable to your business/contracting firm. However, you are strongly encouraged to select additional NIGP codes that are applicable to the services you provide, in order to receive notification opportunities from more than just GDOT. You must include all of the following four NIGP codes to ensure you will be notified of GDOT's routine maintenance service opportunities.

NIGP Code	Description
91327	Construction, Highway and Road
91133	Construction, Bridge and Drawbridge (Includes Reconstruction/Rehabilitation)
98836	Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimming, etc.
98875	Roadside Maintenance Services (Including Mowing, etc.)

Once registered, participants will receive email notices from Team Georgia Marketplace for all routine maintenance contracting bid opportunities. Click on link within email notice to view routine maintenance bid opportunities.

C. TASK C – Complete and Submit Application Packet

1. Application Form

Qualification applications for Routine Maintenance Services shall be submitted using the forms and procedures established by the Department. The application form and all applicable documents, resources and other guidance may be found on the GDOT website at www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint.

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- a. Each completed application shall be examined by the Routine Maintenance Contractor Qualifications Review Committee to determine the contractor's ability to perform one or more of the maintenance categories set forth herein. If deemed qualified, the Department shall notify via email, and by posting to the [GDOT website](#), only those qualified contractors for those specific Routine Maintenance Services. Qualified Contractor's will have the ability to bid on all future Invitations to Bid (ITBs). Additionally, contractors that are deemed qualified will receive, via email, a Master Services Agreement (MSA) to sign and return to GDOT. The MSA will have an expiration date indicated thereon, which shall be five (5) years from the MSA execution date.

Should the applicant be dissatisfied with the decision of the Routine Maintenance Contractor Qualifications Review Committee as to the contractor's qualifications per assigned category(ies) of work, the contractor may file an appeal of the decision with the Routine Maintenance Contractor Qualifications Review Committee as provided in [VI. F. Re-application Process](#) of this Procedure.

- b. Each contractor who desires to maintain qualification status shall initiate and submit a renewal application every five (5) years. This renewal application must be submitted within six (6) months prior to the MSA expiration date. This renewal application submittal shall include all changes of personnel, updated work experience of key personnel, and any other information as requested in the application forms.

Completing the Form

In order for your application to be reviewed and processed quickly, you must conform to the following requirements:

2. Section 1 – Company Information

Select the applicable box to indicate whether this is a “New” application or a “Renewal”. The “Renewal” box should ONLY be selected if the applicant is currently qualified for the specific Routine Maintenance Service category as listed in the application.

All applications must contain:

- A. The official company name, a current physical address, email address, phone number(s), Federal Employer Tax Identification Number (FEIN), and authorized contact name for correspondence purposes. Please enter all contact information in the spaces provided.
- B. **Business Classification** - Select the applicable “Business Classification”. Use the definitions provided in the [DEFINITIONS](#) section of this manual as a guide.
- C. **Type of Business, Where Company is domiciled, Business Classification, and District(s)** - Please place a checkmark in all applicable boxes indicating Type of Business, Where Company is domiciled, Business Classification, and District(s) where service is to be provided. For information regarding *Small Business*, *Georgia Resident Business*, *Georgia Resident Small Business*, *Disadvantage Business Enterprise (DBE)*, *Scrutinized Company*, *Minority Owned Business*, *Veterans Owned Business*, and *Woman Owned Business*, see definitions of these classifications on the Department of Administrative Services (DOAS) website, at: <http://doas.ga.gov/state-purchasing/FAQ> and at <http://www.dot.ga.gov/PS/Business/DBE> and <http://www.dot.ga.gov/PS/Business/SBP>.
- D. Enter number of years the Contractor has been in business, include information where orders and payments are to be sent, contact information regarding Contract issues, and contractor's website address, if applicable. The “**Contact Person for Contract Issues**” person will be the main point of contact for any contractual issues that may arise, and/or invoicing/payment correspondence.
- E. Select District(s) where you are interested in providing service. Please review the [District Map](#) in Appendix G.

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3. Section 2 - Required Documentation Needed

The following required application documents can be found in the application packet and in the appendices of this document (links provided below). Detailed information on how to complete each form is listed.

Check the corresponding box for the applicant's Required Documentation Needed to show that the information is included in the application. Click on the corresponding link, which will take you to the section of the application where that information should be entered. Often additional supporting information is required.

1. If submitting via email, complete all of the required forms in the application, and save all additionally requested documents as one (1) PDF document. Title all of the documents (application form, required documents, and any other requested information) as "COMPANYNAME_APPLICATION.pdf".
2. If submitting a paper application via postal mail, complete all of the required forms in the application, and gather all additionally requested documents. Submit all information as a packet to:

Georgia Department of Transportation – Office of Procurement
One Georgia Center
Attn: Routine Maintenance Qualification Manager
600 West Peachtree Street, 19th Floor
Atlanta, Georgia 30308

The following forms will be completed within the application document. Enter the information in the spaces provided.

A. Certification Form (Application - SECTION 2.A.)

1. In the first sentence of the form, insert the Name of the Contractor's Representative. Enter the official TITLE of the official completing this form. Finally, enter the official NAME OF THE CONTRACTOR/COMPANY in the initial space provided. An authorized official of the company must complete this form.
2. In the check boxes, click on the box indicating that you are in agreement with the statements.
3. Sign, date and enter the printed name of the authorized individual completing this form.

Please see [Appendix D](#) for a copy of this form.

B. Licensing / Accreditation Form (Application SECTION 2.B.)

1. Enter the company's name
2. Print out form, sign and date the document. Include in this print out, the official Authorized Name of the person signing. The signature must be that of an authorized official of the entity.

Please see [Appendix D](#) for a copy of this form.

C. Georgia Tax Compliance Form (Application - SECTION 2.C.)

1. Please provide all information in the spaces provided. This form must include
 1. Applicant's name and physical address
 2. Federal Identification Number (FEIN)
 3. Person responsible for handling supplier's tax issues

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2. If you have ever registered in the State of Georgia as a business, please enter: State Taxpayer Identification Number (STI), Sales and Use Tax Number (if known) and Withholding Tax Number in the spaces provided.

Please see [Appendix F1](#) for a copy of this form.

D. Conflict of Interest Disclosure Form (Application - SECTION 2.D.)

1. Select the applicable box whether or not there is a potential circumstance where there is a Conflict of Interest. If there is a potential Conflict, you must describe nature of potential conflict in the space provided.
2. Enter the Contractor's Full Legal Name, Printed Name and Title of Person Signing (an authorized individual), Company *physical* Address and Email Address in the spaces provided.
3. Print out form, Sign and date the document. This must be an authorized official of the entity.

Please see [Appendix F3](#) for a copy of this form.

E. Reference Form (Application - SECTION 2.E.)

1. Provide up to three (3) references from customers with at least one (1) reference being for services of any size, function, and complexity as identified in the application. References must be for work performed within the last five (5) years. These references should be clients/customers who know the applicant's business and/or scope of work that is similar to the Routine Maintenance application category.
2. Include company name, contact person name and title, address, email address, telephone numbers and contract period for company, who can verify experience and ability to perform the type of service outlined in the application.
3. Print out form; enter the title of the authorized signer and company name. Form is to be signed by an authorized official of the company.

Please see [Appendix F4](#) for a copy of this form.

F. Company Experience Form (Application Section 2.F)

1. Briefly describe the history and growth of your company. Provide general information about the company's personnel resources, including disciplines and numbers of trainers, if applicable, and locations and staffing of offices.
2. Applicant must demonstrate the ability to provide customer service and address service claims and/or issues. This should include a description of how any legal and/or customer service claims will be resolved in a fair/equitable and timely manner. Describe the Applicant's experience in providing customer service and addressing any legal and/or customer service claims.
3. The Department expects the applicant to be fully able to complete any work for which they choose to bid. Applicants considering sub-contracting must have an adequate plan for personnel and equipment to complete the requested maintenance services. If you plan to sub-contract, what percentage of work will be sub-contracted?
4. If you plan to sub-contract in order to complete maintenance services, describe your process and plan for sub-contracting.
5. Please ATTACH Resumes of senior leadership and key employees, to include at a minimum

a) Name & Job Title

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- b) Level or Experience
- c) Licenses, if applicable
- d) Length of Related Service - both overall and with the Contractor

Please see [Appendix F5](#) for a copy of this form.

G. For the *Current State of Georgia Business License OR Business Registration* and *Proof of Insurability*, (Application Section 2G) you must have these readily available, scanned and attached as a document to be included in your application package.

1. *Current State of Georgia Business License OR Business Registration* - Scan and attach CURRENT business license OR include a copy of the State of Georgia Business Registration information as found on the Georgia Secretary of State website (<http://sos.ga.gov/>)
2. *Proof of Insurability* - Scan and attach either a letter from your insurance provider stating the coverage amounts OR attach a copy of your insurance coverage certificate. Please review the Insurance and bonding Guidelines (*SPD-SP048: Insurance guidelines, sample form, and glossary of insurance terms*) as provided by DOAS at - <http://doas.ga.gov/state-purchasing/seven-stages-of-procurement/stage-3-solicitation-preparation>. Please note that the Insurance listed in form SPD-SP048 are merely recommended guidelines, and the actual coverage amount required for the Invitation to Bid (ITB) may be more or less than the amount listed in the DOAS guidelines.

Documents requiring a signature:

1. *Certification Form* - The scanned document must have the required original signature of an officer of the applicant's company
2. *Licensing/Accreditation Form* - The scanned document must have the required original signature of an officer of the applicant's company
3. *Conflict of Interest Disclosure Form* - The scanned document must have the required original signature of an officer of the applicant's company
4. *Reference Form* - A minimum of one (1) Reference is required. Up to three (3) references are allowed. Please enter the contact information in the spaces provided

For those forms that require a signature (*Certification Form*, *Licensing/Accreditation Form*, *Conflict of Interest Disclosure Form* and *Reference Form*), please PRINT those pages, sign and scan as a PDF, if submitting by email, or include in you package if submitting by postal mail.

All **Required Documents** must be included in the application. You may use the check box provided to verify that you have completed and included the required documents in the application.

Gather all **Required Documents**. For an electronic submittal, combine all documents (PDF files) and save all as one (1) single PDF. For all GDOT provided Required Documents included in the application form, click on the link provided, complete the form, and save the document. Once you have completed all sections of the Application and have gathered the required supporting documentation (resumes, license, Proof of Insurability, etc.) scan all items as one (1) single PDF file. For those requiring a signature, print out, sign, and scan as a PDF. Do NOT save and attach each item separately. For Paper submittal, make certain all documents are attached to the application form and are included with your submittal.

4. Section 3 – Type(s) of Service Offered

Each Routine Maintenance Service category has its own unique set of questions within the Application form. From the list provided within **Section 3 – Type of Services Offered**, select the

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Type(s) services you are interested in applying. Click on the link to take you to the section of the application with those questions specifically pertaining to that category. Category Application questions are also listed in this RFQC. Please refer to [Section V. Specific Qualification Standards](#) and the specific category listed below in this RFQC for applicable questions/requirements per category. You may disregard any section(s) in which you are not interested. In addition, if you are not applying for a specific category you do not need to include in your application submittal those blank/incomplete category sections. For instance, if you are applying only for Mowing and Herbicides, ONLY complete the sections for those categories (Mowing and Herbicides). As additional Types of Services are added, this section and the application form will be updated with information regarding those services and Contractor requirements.

- A. [Fencing, Barricades and Handrail Maintenance](#)
- B. [Herbicide Application Services](#)
- C. [Highway Mowing and Maintenance Service \(Mowing Services\)](#)
- D. [Joint Repair of Bridge Structures](#)
- E. [Landscaping Maintenance Services](#)
- F. [Pavement Marking - Short Line Pavement Striping](#)
- G. [Pavement Preservation Maintenance Services](#)
- H. [Concrete and Portland Cement Concrete \(PCC\) Pavement Maintenance Services](#)
- I. [Sound Barrier Wall Installation, Repair and Maintenance Services](#)
- J. [Traffic Signal Maintenance](#)
- K. [Tree Cutting, Pruning, and Removal Services](#)
- L. [Vegetation Removal Services](#)

You will need to complete the requested information in the spaces provided on the application form. If additional information is requested, or if additional space is needed to complete the response, you may include those documents with the application. If submitting your application electronically and sending in via email, you must scan and save all of those documents as a PDF and attach to the application form. All information must be included in the "*COMPANYNAME_Application.pdf*" document submitted, if submitted electronically (emailed). If submitting a hard-copy application via postal mail, please remember to include all information in the paper submittal.

5. Section 4 - Submittal Information

GDOT strongly encourages all applicants to submit their application electronically, via email to RouteMaintPrequalification@dot.ga.gov. This will ensure the most expedient review and decision by the Routine Maintenance Contractor Qualifications Review Committee. However, applicants may mail in their applications.

If applying for MULTIPLE CATEGORIES (i.e. Herbicides *and* Mowing), regardless if for a single or multiple Districts, complete EACH applicable category section of the application. Disregard those category sections that are not pertinent to your application. Any application with a Category section remaining blank will not be considered for qualification for that category.

If applying for a SINGLE CATEGORY (i.e. Herbicides only), but multiple districts (i.e. D1, D2, and D3), only one (1) application for that category is required. Disregard those categories that are not pertinent to your application. Any application with a Category section remaining blank will not be considered for qualification for that category.

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A. Email Submittals

If submitting the application via email, the application form, and required and supporting documentation must be completed and submitted in one (1) email. Send only ONE (1) attachment with all application materials and supporting documents as a single PDF in one (1) email to GDOT.

3. Email the complete Application (*COMPANYNAME_Application.pdf*) to the GDOT email address - RouteMaintPreQualification@dot.ga.gov. You will receive, via email, a receipt if application is complete. Otherwise, instructions will be sent for missing information or clarification. If all documentation is received prior to deadline, the entire package will be submitted for review. Only complete applications will be processed for review.
4. For MULTIPLE CATEGORY applications:
One email is to be sent regardless of the number of categories selected. In the Subject Line of the email, please include:
 1. Company Name
 2. Each Category of application

For example, AMEX Company is applying for qualification in Herbicides AND Mowing. AMEX Company will submit one (1) Application (with the attachment "*AMEX_Application.pdf*") with the subject line as "*AMEX Company, Herbicides and Mowing*".

5. For SINGLE CATEGORY applications:
One email is to be sent regardless of the number of categories selected. In the Subject Line of the email, please include:
 1. Company Name
 2. Category of application

For example, ZEPP Company is applying for qualification in Herbicides ONLY for districts 1, 2 and 3. ZEPP Company will submit one (1) Application email only (with the attachment "*ZEPP_Application.pdf*"). The subject line of the email will be "*ZEPP Company, Herbicides*".

B. Paper Submittal

If submitting a paper application, you may mail the completed application and all supporting documents in paper format to GDOT. Once the application is completed, signed, and combined, along with all required and supporting documents, all materials are to be mailed to:

Georgia Department of Transportation – Office of Procurement
One Georgia Center
Attn: Routine Maintenance Qualification Manager
600 West Peachtree Street, 19th Floor
Atlanta, Georgia 30308

You will receive notification if your application is complete. Otherwise, instructions will be sent for missing information or clarification. If all documentation is received prior to deadline, the entire package will be submitted for review. Only complete applications will be processed for review. All applications must be RECEIVED by GDOT by the deadline to be processed within that month. Any applications received after the deadline will be processed the following month.

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6. Additional Information

- A. If submitting the application via email, there will be only one (1) attachment in the email submitted, titled "*COMPANYNAME_Application.pdf*"
- B. If you are applying for multiple DISTRICTS (i.e. D1, D2, and D3, etc.), and/or multiple Routine Maintenance Service CATEGORIES (i.e. Herbicides and Mowing, etc.), only one (1) application is required per applicant. See section [VI.Application Process and Deadlines](#) for additional information.
- C. In the Subject Line of the email to be submitted, please include:
 - a. Company/Contractor Name
 - b. Routine Maintenance Service Category of application*For example, "AMEX Company, Fencing".*
- D. The size of the PDF attachment cannot exceed 10 MB. Please contact RouteMaintPreQualification@dot.ga.gov if your file exceeds that size.
- E. The application, instructions and supporting documents can be accessed on the GDOT website at: <http://www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint>.
- F. Prequalification applications must be received by 12:00 am (midnight) Eastern Standard Time on the first calendar day of each month in order to be considered at that month's Qualification Committee meeting. For a list of the current year's committee meeting dates, please visit: <http://www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint>

For Assistance and Information, please email RouteMaintPreQualification@dot.ga.gov

D. Supplemental Documentation Needed

1. Refer to Category Specific Requirements
Include all applicable information requested in the space provided for each of the category specific area applying. If requested, please scan and attach supporting documentation as a supplement to the content of your answer for the applicable question. If applying for multiple categories, you must complete/answer each category separately. For any requested information that is identical in two or more categories, applicant may submit only one (1) document for each (i.e. licenses, resumes). Any omissions of these requested documents may result in rejection of application or delay in processing.
2. Additional Information for Consideration
You may attach additional information regarding your application (examples include: licenses or certifications expected and/or pending, existing GDOT routine maintenance contracts, etc.) to assist the committee in determining qualification. These additional documents must be included in the combined scanned documents in the "*COMPANYNAME_Application.pdf*" file.

E. Application Deadlines

Applications are accepted on a monthly basis. Applications must be received on or before the first calendar day of the month to be accepted for processing for that month. If an application is not received by midnight of the first of the month, the application will be processed the following month. All applicable required and supporting documentation must be submitted with application in order to be processed. Email applications are to be submitted to RouteMaintPreQualification@dot.ga.gov and paper applications to:

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Georgia Department of Transportation – Office of Procurement
 One Georgia Center
 Attn: Routine Maintenance Qualification Manager
 600 West Peachtree Street, 19th Floor
 Atlanta, Georgia 30308

Deadlines for applications are posted on the [GDOT website](#) and are listed below:

2016 Routine Maintenance Services Contractors' Qualification Schedule			
<i>New Applicants</i>			
Month	Application Deadline	Committee Meetings	Qualified Notifications sent
May	May 1, 2016	May 18, 2016	May 30, 2016
June	June 1, 2016	June 15, 2016	June 29, 2016
July	July 1, 2016	July 13, 2016	July 28, 2016
August	August 1, 2016	August 17, 2016	August 29, 2016
September	September 1, 2016	September 14, 2016	September 28, 2016
October	October 1, 2016	October 12, 2016	October 27, 2016
November	November 1, 2016	November 16, 2016	November 29, 2016
December	December 1, 2016	December 14, 2016	December 29, 2016

Please refer to the [GDOT Qualification website](#) for changes/updates to this schedule.

III. Minimum Qualification Standards by Category of Work

The following criteria apply to the qualification of routine maintenance contractors.

If the practice of work described by a category of work is governed by the Secretary of State, the individual, contractor, and/or appropriate full-time employees must be registered with the governing board designated for the profession by the State and shall have all appropriate licenses and registrations required by Georgia Law. Examples of these licensing and registration requirements may include (but are not limited to): Georgia Department of Agriculture Pesticide Applicators License, Georgia Department of Agriculture Pesticide Contractors License, and/or State Licensing Board for Residential and General Contractors via the Georgia Secretary of State's Professional Licensing Board.

No professional or key person may be listed as a bona fide employee of more than one (1) contractor currently qualified with the Department. Meaning, as a bona-fide employee, one may not, at any time, provide services as an employee for any other contractor that is registered with the Georgia Department of Transportation and cannot be considered for qualification as an individual contractor. If such an employee was previously employed by a contractor currently qualified with the Department, the application must indicate the date that the employee was hired by the applicant. The employee shall show in writing (documented) proof that they have been deleted from the manpower capability listing of the contractor with which they were previously employed, and such deletion may affect the qualification status of the previous employer.

The Department recognizes joint ventures for purposes of qualifying consultants to do work for the Department. Qualification of a joint venture will not qualify each individual professional or each individual contractor for services separate and apart from the joint venture services.

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IV. Definitions and Terminology

A. General Terms

TERM	DEFINITION
Applicant	Contractor, firm, entity applying to be pre-qualified for a GDOT Routine Maintenance Services contract
Application Deadline date	Monthly deadlines for contractors to submit a completed Routine Maintenance Qualification Application package with all applicable supporting documentation. For specific dates, please see the GDOT website
Approval / Acceptance	Inspected and approved by the Engineer for compliance with the requirements of the Specifications included in the Contract
Bid Bond or Proposal Guaranty	<p>Contractor must submit a bid bond or proposal guaranty for each bid submitted to the Department. Bid bonds or proposal guaranties not received by the Department before the due/close date and time will not be accepted and bid rejected. The bid bond or proposal guaranty must be in the form of bid bond, certified check or cashier's check in the amount of \$1,000.00 in accordance with O.C.G.A. 32-2-68.</p> <p>The Contractor must submit a bid bond issued by a Surety authorized to do business in the State of Georgia. Any proposal guaranty in the form of certified check or cashier's check must be made payable to the Georgia Department of Transportation</p>
Commissioner	The Commissioner of the State Department of Transportation
Committee Meetings	Monthly meetings of the Routine Maintenance Contractor Qualifications Review Committee. See GDOT website for actual dates. For specific information on these meetings, please see Appendix A - GDOT Qualification Committee Bylaws
Closing Date	Deadline for submission of Statements of Qualifications ("SOQ") from Prospective Contractors in response to any Invitation to Bid (ITB), as published on the Georgia Procurement Registry (GPR).
Department	The Georgia Department of Transportation
Disadvantaged Business Enterprise (DBE)	DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis. See more at: http://www.dot.ga.gov/PS/Business/DBE
DOAS	Department of Administrative Services (www.doas.ga.gov)

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TERM	DEFINITION
Engineer	The Chief Engineer, acting directly or through a duly authorized representative, such representative acting within the scope of the particular duties assigned to him and within the authority given him. The Chief Engineer of the Department, defined in Standard Specification 101.13 as the Engineering Executive appointed by the State Transportation Board, or other authority as may be provided by law, and acting for the Department within the authority and scope of duties assigned, or Chief Engineer's designee.
Enterprise	Solicitation and subsequent contract that can be utilized by any district/department/office of the Georgia Department of Transportation
Entity	A company that exists in its own right. The law recognizes corporations and people as entities with rights and legal obligations
Firm	Any business, such as a sole proprietorship, partnership or corporation.
GDOT	Georgia Department of Transportation (http://www.dot.ga.gov/)
Georgia Based Business/Reciprocal Preference Law O.C.G.A. 50-5-60(b)	Contractors resident in the State of Georgia will be granted the same preference over Contractors resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other state to Contractors resident therein over Contractors resident in the State of Georgia. NOTE: For the purposes of this law, the definition of a resident Contractor is a Contractor who is domiciled in the State of Georgia.
Georgia Resident Business	Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one (1) year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure. (Official Code of Georgia Annotated §50-5-121). Also, the State encourages all companies to sub-contract portions of any state contract to small and minority business enterprises. Contractors interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated Section 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the Supplier Relations Administrator: Supplier Relations Administrator Department of Administrative Services 200 Piedmont Avenue, S.E. Suite 1308, West Tower Atlanta, Georgia 30334 9010 Telephone: (404) 657-6000 Fax: (404) 657-8444
Georgia Resident Small Business	Refers to any business that meets both criteria of Small Business (see below) AND Georgia Resident Business (see definition above).

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TERM	DEFINITION
Georgia Procurement Registry/GPR	(http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)
Invitation to Bid (ITB)	GDOT will publish the project specific details of each particular project that is available for bid on the Georgia Procurement Registry in an Invitation to Bid (ITB). The ITB is referred to as an RFQ (Request for Quote) on the GPR. Contractors who have been qualified under this RFQC process will be eligible to submit bids pursuant to the instructions and deadlines contained in the ITB / RFQ.
Limited Access Highway	A highway or arterial road for high-speed traffic, which has many characteristics of a controlled access highway (interstate), including limited or no access to adjacent property.
Master Services Agreement (MSA)	Agreement between GDOT and the Qualified Maintenance Contractor resulting from this RFQC, containing the Terms and Conditions that will govern any work that may be awarded to the Qualified Maintenance Contractor as a result of future ITBs issued by GDOT.
Minority Business Enterprise	a small business concern which is at least 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed and domiciled within this state (Official Code of Georgia Annotated §50-5-131).
MUTCD	Manual of Uniform Traffic Control Devices (MUTCD), current edition http://mutcd.fhwa.dot.gov/
Open Continuous Procurement (OCP)	An Open Continuous Procurement is a process whereby GDOT may reissue a particular RFQC to continue identifying Qualified Maintenance Contractors. Contractors identified as Qualified Maintenance Contractors pursuant to a particular RFQC will be qualified for a period of five (5) years date subject to the limitations contained in this RFQC without resubmitting SOQs in response to subsequent RFQCs.
Performance Bond	A Performance Bond equal to 100% of the Award Price, and, if required, must be provided by the successful Bidder as required in each ITB, issued in proper form by a surety company licensed to write bonds in the State of Georgia, listed in the most current U.S. Treasury Circular No. 570. Bonds given shall meet the requirements of the law of the State of Georgia including, but not limited to, O.C.G.A. §13-10-1 and §32-2-70 et seq.
Person	Any individual, co-partnership, association, corporation, firm or joint stock company, their lessees, trustees, assignees or receivers as appointed by any court.
Prospective Bidder	Any "person" as defined above, who proposes to bid on Department work.

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TERM	DEFINITION
Pre Qualified Notifications sent	Each Contractor deemed qualified, based on the application process, will receive an email notifying them of the status. These notifications will be sent after the monthly Routine Maintenance Contractor Qualifications Review Committee meetings, based on the committee's decisions. Please review the GDOT website for the actual dates of those meetings.
Price Matching	A qualified contractor, who is also a Georgia Resident, Small Business or Georgia Resident Small Business, will have the opportunity to Price Match. The ITB/RFQ should specify whether a price matching option will be available for Georgia Resident, Small Businesses, or Georgia Resident Small Businesses and any conditions under which it will be available. The ability to price match will only be granted to responsive and responsible bidders that are within 5% up to \$10,000 of the lowest responsive and responsible bid. The indication by the contractor that the contractor will price match does not constitute further negotiation of pricing
Project Specific Details	Those tasks or activities associated with a specific outline of intended needs for a specific location
Prospective Contractors	Companies desiring to do business with GDOT
Qualification Committee	The Qualification Committee of the Department of Transportation, which shall consist of not less than three (3) members, all of whom shall be employees of the Department. The Qualification Committee shall elect one of its members as chairperson and another as secretary. The secretary shall keep a complete record of the proceedings and decisions of the Qualification Committee.
Qualified Maintenance Contractor	Contractor deemed to meet or exceed the requirements contained in this RFQC, according to the process contained herein, that will hereinafter enter into an MSA with GDOT and be eligible to participate in future ITBs to provide services in one (1) or more of the seven (7) GDOT Districts
Request for Quote (RFQ)	see Invitation to Bid (ITB)
Responsive bidders	The contractor, whether a company or an individual, has submitted a timely offer which materially conforms to the requirements and specifications of the solicitation; ie, all requested forms and/or certificates, licenses. The contractor's response must be considered responsive to be eligible for status as a qualified contractor in the event of an ITB or for contract award. The department is permitted to waive minor informalities in the supplier's response as well as certain administrative requirements, if doing so is in the best interest of the department. In the event a contractor's response is determined to deviate from the requirements, the department must determine whether the deviation is material. A material deviation will be cause for rejection of the contractor's bid. An immaterial deviation will be processed as if no deviation had occurred. If a contractor is determined to be non-responsive, this determination will be made in writing and maintained as part of the procurement file.

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TERM	DEFINITION
Responsible bidders	<p>The Contractor, whether a company or an individual, has appropriate legal authority to do business in the state of Georgia, a satisfactory record of integrity, appropriate financial, organizational and operational capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any. A Contractor must be considered responsible to be eligible for status as a qualified contractor in the event of an ITB or for contract award.</p> <p>Examples of non-responsibility include, but are not limited to, a Contractor's history of nonperformance or performance problems on other contracts (public or private), a record of financial difficulty, business instability, criminal sanctions, civil sanctions, and/or tax delinquency. A Contractor's unreasonable failure to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility. Non-responsibility will be determined by the department on a case-by-case basis taking into consideration the unique circumstances of the individual procurement. A non-responsibility determination must be put in writing and maintained as part of the procurement file.</p>
Right-of-Way (R/W)	The entire portion of a highway within the boundaries of access-control fences or access-control lines where no fence exists.
Scrutinized Company	<p>Any Contractor that currently and/or previously, within the last three years, has had business activities or other operations outside of the United States, must certify that it is not a "scrutinized company." A scrutinized company is a company conducting business operations in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company which can demonstrate any of the exceptions noted in O.C.G.A. Section 50-5-84. False certification hereunder may result in civil penalties, contract termination, ineligibility to bid on state contractors for three or more years, and/or any other available remedy. If the Contractor is a scrutinized company, the Supplier shall not be eligible to bid on or submit a proposal for a contract with the State Entity unless DOAS makes a determination in accordance with O.C.G.A. Section 50-5-84 that it is in the best interests of the State to permit the scrutinized company to submit a bid or proposal. Any scrutinized company desiring DOAS to make such a determination should contact both DOAS and the Issuing Officer immediately.</p>

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TERM	DEFINITION
Small Business	<p>A Small Business is defined as a Georgia resident business which is independently owned and operated. In addition, such business must have either fewer than 300 employees or less than \$30 million in gross receipts per year. Also, the State encourages all companies to sub-contract portions of any state contract to small and minority business enterprises. Contractors interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated Section 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the Supplier Relations Administrator:</p> <p style="text-align: right;">Supplier Relations Administrator Department of Administrative Services 200 Piedmont Avenue, S.E. Suite 1308, West Tower Atlanta, Georgia 30334 9010 Telephone: (404) 657-6000 Fax: (404) 657-8444</p>
Standard Specifications (Specifications)	State of Georgia Standard Specifications for Construction of Transportation Systems, 2013 Edition or latest edition, the Project Special Provisions, the Georgia Department of Transportation, Supplemental Specifications, Standard Drawings and Construction Details. http://www.dot.ga.gov/PS/Business/Source .
State	The state of Georgia
State Entity	All state government entities pursuant to the Official Code of Georgia Annotated (O.C.G.A.), including state offices, agencies, departments, boards, commissions, institutions, and other entities of the state unless specifically exempted by statute or regulation. These state government entities are collectively referred to throughout this manual as "state entities".
Statement of Qualifications (SOQ)	Prospective Contractors shall submit their Statements of Qualifications (SOQ) in response to an Invitation to Bid, according to the instructions contained therein. The SOQ will include a document entitled "Statement of Qualification" and all supporting documentation attached thereto.
Tax Compliance Form	To be eligible for contract award, the Contractor must not owe taxes to the State of Georgia. Also, in accordance with Official Code of Georgia Annotated §50-5-82, the State Entity is prohibited from awarding any contract valued at more than \$100,000.00 to a nongovernmental vendor if that vendor or an affiliate of the vendor is a "dealer" failing or refusing to collect sales or use taxes on its sales delivered to Georgia. Each Contractor must submit a completed Tax Compliance Form, which has been provided as a downloadable document on the DOT website. In the event the Contractor is being considered for contract award (and the contract is valued at more than \$100,000.00), the information provided in the Tax Compliance Form will be submitted by the DOT to the Georgia Department of Revenue ("DOR") for a determination as to whether the Contractor is a "prohibited source" or has other tax deficiencies. DOT reserves the right to submit the Contractor's completed form to DOR for review even if the contract is valued at less than \$100,000.00.
Travel Way	The actual road lanes in which vehicles travel, not including paved shoulders.

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TERM	DEFINITION
Women-Owned Business	Women-owned businesses are not considered minority businesses in the State of Georgia. Georgia bases minority standing on ethnicity, not gender. The State of Georgia recognizes five minority groups: Asian American, Native American, African American, Hispanic/Latino and Pacific Islander. See more information at http://doas.ga.gov/state-purchasing/FAQ

B. Category Specific Terms

Please see each Routine Maintenance category for definitions of category specific terms

V. Specific Qualifications Standards

In addition to the required documents previously listed, the following are the category specific documentation/requirements. Each specific category listed in the following pages should provide guidance on what is expected.

A. Fencing, Barricades and Handrail Maintenance

Complete the “*Fencing, Barricades and Handrail Maintenance*” section of the application form.

Minimum Qualification Requirements:

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in **Fencing, Barricades and Handrail Maintenance** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The Department may identify any necessary fencing, barricade, handrail-ferrous metal and pipe or aluminum handrail installation; or any incidentals, related to these activities; repair and/or maintenance services needed, as a result of preventative and/or corrective maintenance, and notify Contractor. The contractor will provide, deliver, install and/or repair the requested types of fencing to be determined by future ITB/RFQs in accordance with all terms, conditions, and specifications contained herein.

Work under the resulting MSA and future ITBs will consist of, but are not be limited to, any necessary furnishing of all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform Fencing, Barricades and Handrail Maintenance.

The Contractor shall be responsible for the Fencing , Barricades and Handrail Maintenance at GDOT properties, including but not limited to locations along state highways and interstate system throughout the State of Georgia; as identified by the State Maintenance Engineer or his designee in accordance with the State of Georgia Standard Specifications Construction of Transportation Systems, current Edition, Supplemental Specifications, the Project Special Provisions, Standard Drawings and Construction Details, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD) as identified in the project specific scope of work as will be set forth in future ITBs.

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TRAFFIC CONTROL AND SAFETY

1. The Contractor shall maintain traffic control during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
2. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
 - a) If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 - b) If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

Welding certification may be required for handrail work

CATEGORY SPECIFIC DEFINITIONS

American Traffic Safety Services Association (ATSSA) - <http://www.atssa.com/>

Barricades: This work includes furnishing, installing, and maintaining timber barricade.

Fencing: This work includes constructing and maintaining fence and gates, as per GDOT specifications or special provisions.

Handrail - Ferrous Metal and Pipe: This work consists of placing handrail and posts made of ferrous metal pipe. It shall include setting anchorages, preparing bearing areas, and painting or galvanizing the handrail.

Aluminum Handrail: This work consists of placing handrail and posts made of cast, rolled, or extruded aluminum or of combinations of these materials. It also includes setting anchorages and preparing bearing areas.

National Safety Council (NSC) - <http://www.nsc.org/pages/home.aspx>

WTCS (Worksite Traffic Control Supervisor) - as defined by American Traffic Safety Services Association (ATSSA) at <http://www.atssa.com/TrainingCertification/CourseInformation/TrafficControlSupervisorTCS.aspx>

Specification References Activity Description	GDOT Specification Reference
Barricades	<u>Section 635</u> —Barricades
Fencing	<u>Section 643</u> —Fence
Handrail – Ferrous Metal and Pipe	<u>Section 515</u> —Handrail-Ferrous Metal and Pipe
Aluminum Handrail	<u>Section 516</u> —Aluminum Handrail

NOTE: Specification references are on GDOT's Website – the Source - <http://www.dot.ga.gov/PS/Business/Source>

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APPLICATION QUESTIONS

- A.** Applicants must demonstrate the ability to provide Fencing, Barricades and Handrail Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous Fencing, Barricades and Handrail Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.
- B. Equipment and Personnel**
Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.
1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITB's with your existing equipment and personnel or how you would supplement it.
 2. Provide current number of personnel available to perform the maintenance services.
 3. Provide a list of all Applicant owned or leased equipment intended for use.
- C. Traffic Control Experience**
The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR Provide a subcontractor meeting minimum qualifications.
- D.** Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

B. Herbicide Application Services

Complete the "Herbicide Application Services" section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the **Herbicide Application Services** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The requirements of Routine Herbicide Application Services may apply to interstate and state route transportation facilities within the existing and possible future rights of way as defined by GDOT. It is the intent of GDOT that the successful contractor shall manage and perform all routine herbicide application activities associated with roadways, bridges, drainage structures, roadside vegetation and aesthetics, traffic services, and as otherwise contained herein. The Contractor shall also be responsible for any traffic control, licenses, and permits required. The scope of work will include the management and performance of herbicide application activities, on centerline miles of interstate/limited access highways and centerline miles of non-interstate routes including all roadside areas around ramps, bridges, collector/distributor ramps and frontage roads, and all roadway appurtenances within the right of way throughout the State of Georgia.

Typical herbicide application activities are:

- 1) Broadcast Herbicide Applications onto roadside shoulders and medians
- 2) Low Volume Herbicide Applications on undesirable vegetation
- 3) Herbicide Applications for Invasive Species Control

All work by any Contractor shall be performed in a manner satisfactory to the State and in accordance with the established customs, practices, and procedures of GDOT, and in conformity with the standards adopted by the American Association of State Highway Transportation Officials, and approved by the U.S. Secretary of

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Transportation as provided in Title 23, U.S. Code, Section 109 (b).

TRAFFIC CONTROL AND SAFETY

1. The Contractor shall maintain traffic control during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
2. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
 - a) If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 - b) If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

CATEGORY SPECIFIC DEFINITIONS

Adjuvant: Material used in conjunction with herbicides to enhance performance and/or effectiveness.

Alternative Herbicides: Products that are not listed for use as herbicides in these Specifications.

Approval/Acceptance: Inspected and approved by the Engineer for compliance with the requirements of the Specifications included in the Contract.

Chemical Injection Spray Truck: Vehicle used to perform Broadcast Herbicide Applications.

Custom Blends: Combination of two or more herbicides and/or adjuvants in the same packaged container.

Engineer or his Designee: The Department's inspector, (hereafter referred to as the "Engineer").

Invasive Species: Non-native plants to the ecosystem of Georgia that are likely to impact native and desirable vegetation.

Mainline: The area(s) between interchanges on interstate, limited access routes, and state routes.

Pavement: A bituminous or concrete surface.

Shadow Vehicle: A vehicle used to buffer herbicide applications that may interfere with traffic.

Shoulder Mile: Incremental measurement used in this contract for bidding purposes and unit of measure for payment when performing Broadcast Herbicide Applications.

Skid Spray Unit: Sprayer used for Low Volume Herbicide Applications and as a nurse tank for filling backpack sprayers.

Undesirable Vegetation: All woody and herbaceous plants that may be growing in pavement or obstructing site distance or structures and is targeted for herbicide applications by the Engineer.

Vegetative Shoulder: The roadside areas within the R/W to be treated with herbicides adjacent to the pavement edge on the outside shoulder and median.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS:

1. Current and valid Georgia Department of Agriculture Commercial Pesticide Applicators License(s) with a Category 24 and Category 27 Endorsement
2. Valid Georgia Department of Agriculture Pesticide Contractors License

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APPLICATION QUESTIONS

- A.** Applicants must demonstrate the ability to provide Herbicide Application Services for other clients of any size, function, and complexity as identified in the General Scope of Work.
Provide up to three (3) current or previous Herbicide Application contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.
- B.** Provide information on applicant's policies and procedures for applying herbicides around bodies of water and environmentally sensitive areas.
- C. Equipment, Personnel, and Sub-contracting**
Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.
1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
 2. Provide current number of personnel available to perform the maintenance services.
 3. Provide a list of all Applicant owned or leased equipment intended for use, including information on applicant's list of all herbicide application equipment (i.e. truck mounted chemical injection spray systems with boomless nutating spray heads for broadcast applications, shadow/buffer vehicles, vehicles and skid-spray units for low volume applications).
- D. Traffic Control Experience**
The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR Provide a subcontractor meeting minimum qualifications.
Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.
- E.** Provide information on experience controlling undesirable vegetation and invasive species utilizing herbicides.
- F.** Provide a list of all the terrestrial and aquatic herbicides including the use of custom blended herbicides that the Contractor has utilized in the past to control, suppress or eradicate invasive species or specific target vegetation. For each herbicide listed, provide the rate and target applied.
- G.** Provide information on applicant's safety policies, procedures and training requirements for:
1. Personal Protective Equipment
 2. Label and MSDS Protocol
 3. Application Techniques
 4. Spill Management
 5. First Aid Procedures

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C. Highway Mowing and Maintenance Service (Mowing Services)

Complete the “Highway Mowing and Maintenance Service (Mowing Services)” section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the **Highway Mowing and Maintenance Service (Mowing Services)** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The Contractor will furnish all labor, material, tools, equipment, and incidentals necessary to perform mowing services and complete additional litter removal within the limits of the right of way and easement areas of the interstate and limited access routes, 4 lane divided highways, 4 lane and 2 lane routes, in a safe, effective, and timely manner, as detailed herein. The Contractor will also be responsible for any traffic control, licenses, and permits required to satisfy the duties required herein. The Department has Seven (7) Districts with approximately 17,911 miles of right of way to maintain. It is anticipated that Invitations to Bid (ITB) for mowing services for the Department right of way will be issued per District. It will be necessary for a supplier to have multiple crews working simultaneously in order to meet the time requirements of each cycle.

TRAFFIC CONTROL AND SAFETY

- A.** The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- B.** Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
 1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor’s (WTCS) training is in accordance with MUTCD requirements.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

None

CATEGORY SPECIFIC DEFINITIONS

Commercial Mowing – Non-residential mowing and trimming with equipment designed and built for constant heavy use in tough conditions, including roadside conditions.

Georgia Roadside Management – iPhone app, available through the iPhone App Store.

Mowing Complete - The accepted and approved mowed and trimmed Centerline Miles, including litter removal, within established mowing limits.

Mowing Cycle - A Mowing Cycle consists of mowing complete the areas as designated in these Specifications one time. Complete a Mowing Cycle without interruption, within the time frames listed in the specifications and to the satisfaction of the Engineer.

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Mowing Limits - All areas that are mowable with tractor mowing equipment within the right of way that are on a 3:1 or flatter slope, and trimming in front of, behind, under, and around roadside obstacles, and trimming on all slopes at Interchanges and on slopes greater than or equal to 3:1 on the mainline.

APPLICATION QUESTIONS

Applicants must demonstrate the ability to provide Highway Mowing and Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work.

A. Provide up to three (3) current or previous Highway Mowing and Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

C. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

D. Provide a detailed description of the Contractor's safety policies, procedures and training requirements for each of the following:

1. Personal Protective Equipment
2. Mowing and Trimming Equipment
3. First Aid Procedures

D. Joint Repair of Bridge Structures

Complete the "Joint Repair of Bridge Structures" section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the ***Joint Repair of Bridge Structures*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The scope of work will include Joint Repair of Bridge Structures along interstate and state routes within the State of Georgia. The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform Joint Repair of Bridge Structures maintenance services.

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PERSONNEL REQUIREMENTS

Supervisor: The Contractor shall have a competent and experienced Supervisor/Foreman on duty at all times when work is being performed under the Contract. The Supervisor/Foreman must speak English. The Supervisor/Foreman shall have a functional cellular phone on his person during duty/work hours.

Worksite Traffic Control Supervisor (WTCS): The Contractor shall have a certified Traffic Control Supervisor on site at all times when work is being performed. The WTCS must speak English.

Crew: The Contractor shall at all times provide personnel and staffing levels able to perform all necessary installation, operation, and maintenance of traffic control and joint work in accordance with this solicitation. The personnel performing this work will be under the sole responsibility of the Contractor. The Crew shall be able to communicate with the Supervisor/Foreman at all times while performing work.

1. Crew members shall possess a valid driver's license by the state in which they reside if they are designated to operate a motor vehicle. A copy of driver's license must be submitted to the Engineer prior to a crew member's participation in this contract.
2. Crew personnel shall be outfitted and wear all required personal protective/safety equipment such as safety vests, gloves, goggles, and hard hats. Training personnel to safely and efficiently operate equipment, work on the right-of-way, and follow Contract requirements is the responsibility of the Contractor.

Crew Size: The Contractor shall have an adequate number of personnel on-site to perform all necessary operations as contemplated in this solicitation.

TRAFFIC CONTROL AND SAFETY

- A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
 1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

None

CATEGORY SPECIFIC DEFINITIONS

None

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APPLICATION QUESTIONS

- A.** Applicants must demonstrate the ability to provide Joint Repair of Bridge Structures for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous Joint Repair of Bridge Structure contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.
- B. Equipment and Personnel**
Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.
1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
 2. Provide current number of personnel available to perform the maintenance services.
 3. Provide a list of all Applicant owned or leased equipment intended for use.
- C. Traffic Control Experience**
The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications.
- D.** Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

E. Landscaping Maintenance Services

Complete the "Landscaping Maintenance Services" section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the **Landscaping Maintenance Services** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

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GENERAL SCOPE OF WORK

The scope of work will include the maintenance, operations, survival, quality, and condition of all facility grounds and their associated components, unless specifically excluded. The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform landscape maintenance services.

The work may include but not limited to landscape ground maintenance such as: mowing, line trimming, edging, aerating, de-thatching, litter and debris removal, fertilizer and lime application, tree and shrub maintenance such as pruning and selective removal, weed and exotic pest plant removal, insect/disease control, herbicide application (pre and post emergence), watering, minor planting operations such as: bedding plants and a limited number of trees and shrubs, pressure cleaning, irrigation maintenance and repair, mulching, swale and inadequate drainage inspection, maintenance and minor repair, soil tests and site clean-up.

The landscape maintenance activities will also include the regular observation and maintenance of all landscape areas for minor erosion, inadequate drainage, sight and sign visibility problems, and unsatisfactory plantings that need removal.

All work by any Contractor shall be performed in a manner satisfactory to the State and in accordance with the established customs, practices, and procedures of GDOT in conformity with the standards adopted by the American Association of State Highway Transportation Officials, and approved by the U.S. Secretary of Transportation as provided in Title 23, U.S. Code, Section 109 (b).

TRAFFIC CONTROL AND SAFETY

- A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
 - 1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 - 2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

CATEGORY SPECIFIC DEFINITIONS

Facility Grounds - Areas outside of building and within fenced property boundaries such as parking areas,

General Routine Maintenance Activities - Litter and debris removal; pest and disease control; edging; insect and fire ant control; chemical and hand weed control; exotic pest plant control; shrub and tree pruning and removal for health, safety, sight and signage visibility; fertilizing; swale and inadequate drainage inspection, maintenance and minor repair.

Georgia Roadside Management – iPhone app, available through the iPhone App Store

Mowing/Line Trimming Cycle - Mowing of lawn grasses to within a specified height using mowing, and line trimming equipment. Mowing consists of completely mowing, edging, miscellaneous mowing, and trimming the grounds of a facility in one day.

Mowable (turf) Areas - Include all turf areas within the facility grounds. All mowing shall conform to previously established mowing limits. Additional maintenance activities include, but are not limited

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to: mowing; aeration and de-thatching of grass; soil test, lime application; weed control/herbicide application at signs and obstacles; line trimming; irrigation repairs; fertilizing trees.

Mowable/Natural Areas - Include existing tree masses under which most understory vegetation has been removed for safety, functional, or aesthetic purposes. Pine straw and/or natural leaf litter are allowed to accumulate beneath the tree mass area up to a four (4) inch depth. Additional maintenance activities include, but are not limited to: occasional line trimming and/or mowing; weed removal; and fertilizing small caliper trees.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

1. Current and valid Georgia Department of Agriculture Commercial Pesticide Applicators License(s) with a Category 24 and Category 27 Endorsement
2. Valid Georgia Department of Agriculture Pesticide Contractors License

APPLICATION QUESTIONS

- A.** Applicants must demonstrate the ability to provide Highway Landscaping and Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous Highway Landscaping and Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.
- B. Equipment and Personnel**
Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.
 1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
 2. Provide current number of personnel available to perform the maintenance services.
 3. Provide a list of all Applicant owned or leased equipment intended for use.
- C. Traffic Control Experience**
The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.
- D.** Provide information on safety policies, procedures and training for:
 1. Personal Protective Equipment
 2. Label and MSDS Protocol
 3. Application Techniques
 4. Spill Management
 5. First Aid Procedures

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F. Pavement Marking - Short Line Pavement Striping

Complete the “Pavement Marking - Short Line Pavement Striping” section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the **Pavement Marking - Short Line Pavement Striping** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The Contractor will be required to perform removal, installation, cleanup and prep work for the installation of short line pavement markings on Federal routes, Interstates, State routes and locally owned public roads within the State of Georgia. The majority of the work will occur on the Interstate and State Route system

All work and materials shall be in accordance with the provisions of any awarded ITB/RFQ, the State of Georgia Standard Specifications Construction of Transportation Systems, 2013 Edition, Supplemental Specifications, the Project Special Provisions, Standard Drawings and Construction Details, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD) as noted in future ITBs/RFQs.

The Contractor shall be responsible for the short line highway pavement markings as identified by the GDOT State Maintenance Engineer, or his designee, along the State Highways and Interstates throughout the State of Georgia. Work under future ITB/RFQ consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform the Work.

The work shall include setup, traffic control, preparation and installation of joint materials at bridge structures.

TRAFFIC CONTROL AND SAFETY

- A.** The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- B.** Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
 1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

None

CATEGORY SPECIFIC DEFINITIONS

None

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APPLICATION QUESTIONS

- A. Applicants must demonstrate the ability to provide Pavement Marking - Short Line Pavement Striping for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous Short Line Pavement Striping contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.
- B. Provide information on applicant's experience training employees in the safe use of commercial Short Line Highway Pavement Marking Services equipment, including identification of hazardous materials, equipment safety precautions, and traffic control for moving operations, spill management, first aid procedures, and OSHA and Federal or State Right to Know laws and standards.
- C. Provide a detailed description of applicant's safety policies, procedures and training requirements for each of the following:
 - 1) Personal Protective Equipment
 - 2) Traffic Control (MUTCD Minimums)
 - 3) First Aid Procedures
- D. Provide information on applicant's interaction with OSHA compliance or Federal and State "Right to Know" compliance.
- E. **Personnel and Equipment**
 1. Provide information on applicant's personnel and equipment to complete Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia.
 2. Provide information on how applicant would accomplish Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia on different district routes and facilities using existing equipment and personnel, if applicable.
 3. Provide number of personnel available to perform Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia.
 4. Provide a list of all Contractor owned or leased commercial Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia.

G. Pavement Preservation Maintenance Services

Complete the "Pavement Preservation Maintenance Services" section of the application form.

Minimum Qualification Requirements:

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the **Pavement Preservation Maintenance Services** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The scope of work may include one or more of the following services listed below, unless specifically excluded. The maintenance consists of furnishing all labor, materials, tools, equipment, means of

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transportation, and incidentals necessary to perform Pavement Preservation and Maintenance Services. Contractors are responsible for any traffic control, licenses, and permits required to satisfy the duties required.

All work by a Contractor must be performed in accordance with the established customs, practices, and procedures of the Department. It may be necessary for a Contractor to have multiple crews working simultaneously in order to meet the time requirements of each project. Applicants will be given the opportunity to qualify for one or more services listed below and for one or more GDOT Districts.

1. Crack Seals & Filling (Per Lane Mile)
2. Surface Treatments/Chip Seals/Strip Seal (Single /Multiple Course) (Per Square Yard)
3. Fog Seal/Seal Coats (Per Square Yard)
4. Scrub Seal (Per Square Yard)
5. Micro/Slurry Seal (Single/Multiple Course) (Per Square Yard)
6. Micro-surfacing (Single/Multiple Course) (Per Square Yard)
7. Shoulder Paving/Widening (Per Ton)
8. Hot-Mix Spot Patching Overlays (Thin Lift) (Per Ton)
9. Hot-Mix Spot Mill & In-Lay (Per Ton)
10. Pothole Patching and Repair - Cold-Mix Asphalt Repair (Per Pound)
11. Temporary Edge Rut Repair (Per Ton)
12. Permanent Edge Rut Repair (Per Ton)
13. Spray Injection Patching / Mastic Patching (Per Pound)
14. Hot-Mix Pavement Patching (Deep Base Patching) (Ton)
15. White-Topping (Full Depth – Thin – Ultra Thin) (Per Square Yard)
16. Roto-Milling (Per Square Yard)

All work by any Contractor shall be performed in a manner satisfactory to the Department and in accordance with the established customs, practices, and procedures of GDOT in conformity with the standards adopted by the American Association of State Highway Transportation Officials, and approved by the U.S. Secretary of Transportation as provided in Title 23, U.S. Code, Section 109 (b).

These activities will occur within the limits of the right of way and easement areas of the interstates and state routes, at GDOT properties, including but not limited to welcome centers, rest areas and GDOT locations along state highways and interstate system throughout the State of Georgia.

TRAFFIC CONTROL AND SAFETY

- A. The Contractor shall maintain traffic during the prosecution of the work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
 1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

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CATEGORY SPECIFIC DEFINITIONS

American Traffic Safety Services Association (ATSSA) - <http://www.atssa.com/>

Chip Seal - This activity includes sealing roadways with one or more applications of stone and liquid asphalt and can be performed on one lane width or less.

Cold Mix Asphalt Patching - This activity includes TEMPORARILY patching small areas of bituminous roadway and shoulder surface with cold premixed bituminous material. These areas may include: Potholes, Edge Failures, Concrete Spalls, Bridge Decks, Other potential surface hazards (such as raveling)

Crack Filling/Sealing - This activity includes sealing and filling cracks in asphalt pavements with a liquid asphalt to prevent water from entering the pavement and into the base or subgrade.

Deep Patching/Base Repair - This activity includes removing and replacing failed bituminous roadway and shoulder areas, including base material.

Fog Seal - This activity includes sealing/rejuvenating bituminous roadway and shoulder surfaces full width or less with one or more applications of hot liquid asphalt emulsion.

Hot Mix Pavement Patching - This activity includes hand patching of small areas of bituminous roadway and shoulder surface with hot mix asphalt or hot liquid asphalt and aggregate. These areas may include: Abrupt Depressions, Potholes, Edge distress, or other potential surface hazards (such as raveling and spalling)

Hot Mix Spot Overlays/Mill and Inlay - This activity includes the resurfacing and/or leveling of roadways, streets, etc. Also, any leveling performed in conjunction with the resurfacing under this activity.

National Safety Council (NSC) - <http://www.nsc.org/pages/home.aspx>

Permanent Edge Rut Repair - This activity includes placing hot mix asphalt material along the edge of the pavement to permanently fill ruts and drop-offs in unpaved shoulders.

Roto Milling - This activity includes restoring the riding surface or good drainage characteristics of bituminous pavements by cold planning to eliminate these types of deficiencies: Wheel Path Rutting, Flat Pavements, Rippled or shoved pavement, Build up in curb and gutter sections, etc.

Scrub Seal - This activity includes sealing roadways with one or more applications of liquid asphalt, broomed and at least one application of stone, which can be performed on one lane width or less.

Shoulder Joint Sealing - This activity includes cleaning and sealing the shoulder joints between the Portland Cement Concrete pavement and the asphalt shoulder with shoulder joint sealant to prevent water from entering the pavement.

Shoulder Paving/Widening - This activity includes the placement of 2 foot to 4 foot road widening or shoulder paving utilizing plant mix asphalt to widen existing travel lanes when less than standard or to provide paved shoulders.

Slurry/Micro Sealing - This activity includes sealing roadways with one or more applications of a slurry made of fine aggregates, liquid asphalt, and cement, lime or other materials as defined by the specifications.

Spray Injection Patching / Mastic Patching - This activity includes utilization of a spray patcher to fill potholes and seal large cracks in the road. Or for the use of placing mastic patching material to fill large cracks that need to be sealed and filled based on size and depth.

Strip Sealing - This activity includes stripping bituminous roadway and shoulder surfaces with one or more applications of hot liquid asphalt and aggregate. Stripping can be performed on one lane width or less.

Temporary Edge Rut Repair - This activity includes placing material along the edge of the pavement to

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temporarily fill ruts and drop-offs in unpaved shoulders.

White-Topping: This activity includes the placement of ultra-thin, thin, and full depth white-topping.

WTCS (Worksite Traffic Control Supervisor) - as defined by American Traffic Safety Services Association (ATSSA) at
<http://www.atssa.com/TrainingCertification/CourseInformation/TrafficControlSupervisorTCS.aspx>

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

GDOT STANDARD SPECIFICATIONS

All specification references are listed on GDOT's Website, "The Source",
<http://www.dot.ga.gov/PS/Business/Source>

Activity Description	GDOT Specification Reference
Crack Seals & Filling/Shoulder Joint Sealing	<u>Section 407</u> - Asphalt-Rubber Joint and Crack Seal
Surface Treatments/ Chip Seals/ Strip Seals (Single/Multiple Course)	<u>Section 404</u> - Paver-Laid Surface Treatment; <u>Section 424</u> - Bituminous Surface Treatment
Fog Seal/Seal Coats	<u>Section 427</u> - Emulsified Asphalt Slurry Seal
Scrub Seal	<u>Section 420</u> - Scrub Seal
Micro/Slurry Seal (Single/Multiple Course)	<u>Section 427</u> - Emulsified Asphalt Slurry Seal <u>Section 428</u> - Micro Surfacing
Shoulder Paving/Widening	<u>Section 400</u> - Hot Mix Asphaltic Concrete Construction
Hot-Mix Overlays (Thin Lift) & Permanent Edge Rut Repair	<u>Section 400</u> - Hot Mix Asphaltic Concrete Construction <u>Section 402</u> - Hot Mix Recycled Asphaltic Concrete <u>Section 413</u> - Bituminous Tack Coat <u>Section 411</u> - Asphaltic Concrete Pavement, Partial Removal
Pothole Patching and Repair - Cold-Mix Asphalt Repair	<u>Section 401</u> - Cold Mix for Patching <u>Section 402</u> - Hot Mix Recycled Asphaltic Concrete
Spray Injection Patching/Mastic Patching	<u>Section 827</u> - Pavement Patching Mastic
Hot-Mix Asphalt (Deep Base Patching)	<u>Section 400</u> - Hot Mix Asphaltic Concrete Construction
Patching with Slurry or Micro-surfacing Material	Section 427 - Emulsified Asphalt Slurry Seal/Section 428—Micro Surfacing

APPLICATION QUESTIONS

Applicants must demonstrate the ability to provide Pavement Preservation and Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work.

- A.** For each preservation activity selected below, provide up to three (3) current or previous Pavement Preservation and Maintenance Services contracts/projects (in the last 5 years) for qualification consideration in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide each client or account name, location and dates when services were performed, a description of services provided including the size and scope of each project.

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1. Crack Seals and Fillings
2. Surface Treatments/Chip
3. Seals/Strip Seals (Single/Multiple Course)
4. Fog Seal/Seal Coats
5. Scrub Seal
6. Micro/Slurry Seal
7. Micro-surfacing (Single /Multiple Course)
8. Shoulder Paving/Widening
9. Hot-Mix Spot Patching Overlays (Thin Lift)
10. Hot-Mix Spot Mill & In-Lay
11. Pothole Patching and Repair - Cold-Mix Asphalt Repair
12. Temporary Edge Rut Repair
13. Permanent Edge Rut Repair
14. Spray Injection Patching/Mastic Patching
15. Hot-Mix Pavement Patching (Deep Base Patching)
16. White-Topping (Full Depth – Thin – Ultra Thin)
17. Roto-Milling

B. Equipment and Personnel: Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work. Provide a list of all Applicant owned or leased equipment intended for use. A current lease agreement, with equipment list, contingent upon ITB award will satisfy this requirement.

C. Traffic Control: The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

H. Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services

Complete the "Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services" section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the **Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

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GENERAL SCOPE OF WORK

The Contractor shall be responsible for the Portland Cement Concrete (PCC) Pavement, Portland Cement Concrete Sub base, Grind Concrete Pavement, Portland Cement Concrete End Dams and Patches (including Rapid Setting), Precast Concrete Header Curb, Plain Portland Cement Concrete Shoulders, Miscellaneous Concrete, Roller Compacted Concrete Pavement, Sawed Joints in Existing Pavements, Waterproofing Pavement Joints and Cracks, Pressure Grouting Portland Cement Concrete Pavement, Patching Portland Cement Concrete Pavement (Spall Repair), Full Depth Slab Replacement, Portland Cement Concrete Whitetopping, Flowable Fill, Concrete Barrier Placement and Repair, Pneumatically Applied Concrete, Concrete Glare Screen, Blast Cleaning Portland Cement Concrete Structures and Concrete Joint Sealing within the limits of the right of way and easement areas of the interstates and state routes, at GDOT properties, including but not limited to welcome centers, rest areas and GDOT locations along state highways and interstate system throughout the State of Georgia.

The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform the activities above. Suppliers are responsible for any traffic control, licenses, and permits required to satisfy the duties.

All work by a supplier must be performed in accordance with the established customs, practices, and procedures of the Department. It may be necessary for a supplier to have multiple crews working simultaneously in order to meet the time requirements of each project.

1. Portland Cement Concrete Sub base
2. Portland Cement Concrete (PCC) Pavement
3. Grind Concrete Pavement
4. Portland Cement Concrete End Dams and Patches (including Rapid Setting)
5. Precast Concrete Header Curb
6. Plain Portland Cement Concrete Shoulders
7. Miscellaneous Concrete
8. Roller Compacted Concrete Pavement
9. Sawed Joints in Existing Pavements
10. Waterproofing Pavement Joints and Cracks
11. Pressure Grouting Portland Cement Concrete Pavement
12. Patching Portland Cement Concrete Pavement (Spall Repair)
13. Full Depth Slab Replacement
14. Portland Cement Concrete Whitetopping
15. Sealing Roadway and Bridge Joints and Cracks
16. Flowable Fill
17. Concrete Barrier Placement and Repair
18. Pneumatically Applied Concrete
19. Concrete Glare Screen
20. Blast Cleaning Portland Cement Concrete Structures

The Contractor shall maintain traffic control during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plan, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

GENERAL REQUIREMENTS

The 2013 GDOT Standard Specifications listed below are those that may be applicable to all work available to be performed under any future ITB. For convenience and easy access, the specifications can be viewed at <http://www.dot.ga.gov/PartnerSmart/Business/Source/specs/DOT2013.pdf>.

REQUEST FOR QUALIFIED CONTRACTORS FOR ROUTINE MAINTENANCE SERVICES

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The specifications are subject to being revised at any time. Any changes or revisions may be available in the form of a Special Provisions which are available via <http://www.dot.ga.gov/PS/Business/Source/SpecialProvisions>. It is the Contractor's responsibility for ensuring use of the latest version of the specifications, construction details, and/or standards. If there is a conflict between versions, the latest specification will govern.

<http://www.dot.ga.gov/PS/Business/Source/Specifications>

Specification References Activity Description	GDOT Specification Reference
Portland Cement Concrete Sub base	<u>Section 326</u> —Portland Cement Concrete Sub-base
Portland Cement Concrete (PCC) Pavement & (Special)	<u>Section 430 & 439</u> —Portland Cement Concrete Pavement & (Special)
Grind Concrete Pavement	<u>Section 431</u> —Grind Concrete Pavement
Portland Cement Concrete End Dams and Patches (including Rapid Setting)	<u>Section 435 & 448</u> —Rapid Setting Cement Concrete End Dams and Patches
Precast Concrete Header Curb	<u>Section 438</u> —Precast Concrete Header Curb
Plain Portland Cement Concrete Shoulders	<u>Section 440</u> —Plain Portland Cement Concrete Shoulders
Miscellaneous Concrete	<u>Section 441</u> —Miscellaneous Concrete
Roller Compacted Concrete Pavement	<u>Section 442</u> —Roller Compacted Concrete Pavement
Sawed Joints in Existing Pavement	<u>Section 444</u> —Sawed Joints in Existing Pavements,
Waterproofing Pavement Joints and Cracks	<u>Section 445</u> —Waterproofing Pavement Joints and Cracks
Pressure Grouting Portland Cement Concrete Pavement	<u>Section 450</u> —Pressure Grouting Portland Cement Concrete Pavement
Patching Portland Cement Concrete Pavement (Spall Repair)	<u>Section 451</u> —Patching Portland Cement Concrete Pavement (Spall Repair)
Full Depth Slab Replacement	<u>Section 452</u> —Full Depth Slab Replacement
Portland Cement Concrete Whitetopping	<u>Section 453</u> —Portland Cement Concrete Whitetopping
Sealing Roadway and Bridge Joints and Cracks	<u>Section 461</u> —Sealing Roadway and Bridge Joints and Cracks
Flowable Fill	<u>Section 600</u> —Controlled Low Strength Flowable Fill
Concrete Barrier Placement and Repair	<u>Section 621</u> —Concrete Barrier
Pneumatically Applied Concrete	<u>Section 623</u> —Pneumatically Applied Concrete
Concrete Glare Screen	<u>Section 649</u> —Concrete Glare Screen
Blast Cleaning Portland Cement Concrete Structures	<u>Section 685</u> —Blast Cleaning Portland Cement Concrete Structures

TRAFFIC CONTROL AND SAFETY

- A. The Contractor shall maintain traffic control during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
 1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control

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Supervisor's (WTCS) training is in accordance with MUTCD requirements.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

None

CATEGORY SPECIFIC DEFINITIONS

Blast Cleaning Portland Cement Concrete Structures - This work includes blast cleaning Portland cement concrete surfaces and removing blasting residue from roadway and shoulder surfaces.

Concrete Barrier Placement and Repair - This work includes constructing Portland Cement concrete barriers.

Concrete Glare Screen - This work includes erecting a Portland cement concrete glare screen on top of a concrete median barrier.

Flowable Fill - This work consists of furnishing and placing ready-mixed or volumetric mixed Flowable Fill as an alternate to compacted soil.

Full Depth Slab Replacement - This work includes replacing Portland cement concrete pavement slabs, full or partial length.

Grind Concrete Pavement - This work includes grinding existing Portland cement concrete pavement to eliminate joint faulting or to restore proper drainage and riding characteristics to the pavement surface.

Miscellaneous Concrete - This work includes placing Portland cement concrete as follows: slope paving on end rolls, cut slopes, paved ditches, spillways, and ditch slopes; median pavement; sidewalks; concrete curbs, gutters, curb and gutters, valley gutters; non-reinforced headwalls; velocity dissipaters and concrete slope drains; as concrete spillways; curb cut wheel chair ramps; at other locations designated on the plans or as directed

This work includes subgrade preparations including: fine grading and backfilling; forming, furnishing, placing, and finishing concrete; constructing weep holes and furnishing and placing the coarse aggregate; furnishing and placing preformed joint fillers; placing driveway concrete.

Patching Portland Cement Concrete Pavement (Spall Repair) - This work includes partial depth patching of spalls and potholes in Portland cement concrete pavement by removing the broken, damaged, or disintegrated concrete pavement. This work also includes removing asphaltic concrete patches from spalled or damaged areas of the pavement surfaces and patching them with approved patching materials

Plain Portland Cement Concrete Shoulders - The work includes constructing plain Portland cement concrete shoulders on a prepared subgrade or subbase.

Pneumatically Applied Concrete - This item includes manufacturing and pneumatically placing concrete.

Portland Cement Concrete (PCC) Pavement Rehabilitation - This work includes constructing pavement composed of Portland cement concrete, with or without reinforcement as specified on a prepared subgrade or subbase course.

Portland Cement Concrete End Dams and Patches (including Rapid Setting) - This work includes constructing bridge joint end dams and partial or full depth patches in concrete structures.

Portland Cement Concrete Sub base - This work includes constructing a subbase composed of a mixture of Portland cement and graded aggregate, or Portland cement, aggregate, and sand.

Precast Concrete Header Curb - This work includes furnishing and installing precast concrete header curb.

Pressure Grouting Portland Cement Concrete Pavement - This work includes pumping a slurry type grout mixture through holes drilled in the pavement into voids underneath the slabs to stabilize and underseal

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Portland cement concrete pavement.

Sawed Joints in Existing Pavement - This work includes sawing joints in existing Portland cement concrete pavements such as roadway pavements, intersections, driveways, parking areas, and sidewalks when removing existing pavements

Sealing Roadway and Bridge Joints and Cracks - This work includes removing the existing sealant material (if applicable), cleaning the joint, and installing silicone sealant in the roadway joints.

Waterproofing Pavement Joints and Cracks - This work includes waterproofing joints and cracks in the pavement by cleaning the existing surface and placing a membrane over joints and random cracks

APPLICATION QUESTIONS

Applicants must demonstrate the ability to provide Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work.

A. For each Concrete and Portland Cement Concrete (PCC) Pavement Maintenance activity selected below, provide up to three (3) current or previous Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services contracts/projects (in the last 5 years) for qualification consideration in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide each client or account name, location and dates when services were performed, a description of services provided including the size and scope of each project.

1. Portland Cement Concrete Sub base
2. Portland Cement Concrete (PCC) Pavement
3. Grind Concrete Pavement
4. Portland Cement Concrete End Dams and Patches (including Rapid Setting)
5. Precast Concrete Header Curb
6. Plain Portland Cement Concrete Shoulders
7. Miscellaneous Concrete
8. Roller Compacted Concrete Pavement
9. Sawed Joints in Existing Pavements
10. Waterproofing Pavement Joints and Cracks
11. Pressure Grouting Portland Cement Concrete Pavement
12. Patching Portland Cement Concrete Pavement (Spall Repair)
13. Full Depth Slab Replacement
14. Portland Cement Concrete Whitetopping
15. Sealing Roadway and Bridge Joints and Cracks
16. Flowable Fill
17. Concrete Barrier Placement and Repair
18. Pneumatically Applied Concrete
19. Concrete Glare Screen
20. Blast Cleaning Portland Cement Concrete Structures

B. Equipment and Personnel: Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work. Provide a list of all Applicant owned or leased equipment intended for use. A current lease agreement, with equipment list, contingent upon ITB award will satisfy this requirement.

C. Traffic Control: The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work OR Provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

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I. Sound Barrier, Visual Barrier and Various Wall Maintenance

Complete the “*Sound Barrier, Visual Barrier and Various Wall Maintenance*” of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the ***Sound Barrier, Visual Barrier and Various Wall Maintenance*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The scope of work may include one or more of the following services listed below, unless specifically excluded. The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform Sound Barrier, Visual Barrier and Various Wall Maintenance. The work may include, but is not limited to:

1. Sound Barrier
2. Visual Barrier
3. Crib Lock Retaining Wall
4. Permanent Anchored Walls
5. Permanent Anchored Tie-Down Wall
6. Permanent Anchored Slurry Diaphragm Wall
7. Mechanically Stabilized Embankment Retaining and Contractor Design
8. Permanent Soil Nailed Wall
9. Modular Block Retaining Wall System

Suppliers are responsible for any traffic control, licenses, and permits necessary to satisfy the duties required. All work by a supplier must be performed in accordance with the established customs, practices, and procedures of the Department. It may be necessary for a supplier to have multiple crews working simultaneously in order to meet the time requirements of each project. A supplier will be given the opportunity to qualify to bid on one or more Sound Barrier, Visual Barrier and Various Wall Maintenance activities listed above.

All work by any Contractor shall be performed in a manner satisfactory to the State and in accordance with the established customs, practices, and procedures of GDOT in conformity with the standards adopted by the American Association of State Highway Transportation Officials, and approved by the U.S. Secretary of Transportation as provided in Title 23, U.S. Code, Section 109 (b). The Supplier shall maintain traffic control during the performance of the work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, Standard Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

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TRAFFIC CONTROL AND SAFETY

- A. The Contractor shall maintain traffic control during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
 1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

1. Current certification (by ATTSSA or National Safety Council),
2. Certified Worksite Traffic Control Supervisor (WTCS)

CATEGORY SPECIFIC DEFINITIONS

Crib Lock Retaining Wall - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a crib lock retaining wall.

Mechanically Stabilized Embankment Retaining Walls - This Specification covers the required materials, fabrication, construction, measurement, and payment for maintenance of mechanically stabilized embankment retaining walls.

Modular Block Retaining Wall System - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a modular block retaining wall system.

Permanent Anchored Slurry Diaphragm Wall - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a permanent anchored slurry diaphragm wall.

Permanent Anchored Tie-Down Wall - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a permanent anchored tie-down wall.

Permanent Anchored Walls - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a permanent anchored wall.

Permanent Soil Nailed Wall - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a permanent soil nailed wall.

Sound Barriers - This work includes furnishing and maintaining a sound barrier.

Visual Barriers - This work includes furnishing and maintaining a visual barrier.

GENERAL REQUIREMENTS

The 2013 GDOT Standard Specifications listed below are those that may be applicable to all work available to be performed under any future ITB. For convenience and easy access, the specifications can be viewed at <http://www.dot.ga.gov/PartnerSmart/Business/Source/specs/DOT2013.pdf>.

The specifications are subject to being revised at any time. Any changes or revisions may be available in the form of a Special Provisions which are available via

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<http://www.dot.ga.gov/PS/Business/Source/SpecialProvisions>. It is the Contractor's responsibility for ensuring use of the latest version of the specifications, construction details, and/or standards. If there is a conflict between versions, the latest specification will govern.

<http://www.dot.ga.gov/PS/Business/Source/Specifications>

Specification References Activity Description	GDOT Specification Reference
Sound Barrier	<u>Section 624</u> —Sound Barriers
Visual Barrier	<u>Section 625</u> —Visual Barrier
Crib Lock Retaining Wall	<u>Section 601</u> —Criblock Retaining Wall
Permanent Anchored Walls	<u>Section 617</u> —Permanent Anchored Walls
Permanent Anchored Tie-Down Wall	<u>Section 618</u> —Permanent Anchored Tie-Down Wall
Permanent Anchored Slurry Diaphragm Wall	<u>Section 619</u> —Permanent Anchored Slurry Diaphragm Wall
Mechanically Stabilized Embankment Retaining	<u>Section 626 & (627)</u> —Mechanically Stabilized Embankment Retaining Walls & (Contractor Design)
Permanent Soil Nailed Wall	<u>Section 628</u> —Permanent Soil Nailed Wall
Modular Block Retaining Wall System	<u>Section 630</u> —Modular Block Retaining Wall System

APPLICATION QUESTIONS

Applicants must demonstrate the ability to provide Sound Barrier, Visual Barrier and Various Wall Maintenance for other clients of any size, function, and complexity as identified in the General Scope of Work.

A. For each preservation activity selected below, provide up to three (3) current or previous Sound Barrier, Visual Barrier and Various Wall Maintenance contracts/projects (in the last 5 years) for qualification consideration in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide each client or account name, location and dates when services were performed, a description of services provided including the size and scope of each project.

1. Sound Barrier
2. Visual Barrier
3. Crib Lock Retaining Wall
4. Permanent Anchored Walls
5. Permanent Anchored Tie-Down Wall
6. Permanent Anchored Slurry Diaphragm Wall
7. Mechanically Stabilized Embankment Retaining & (Contractor Design)
8. Permanent Soil Nailed Wall
9. Modular Block Retaining Wall System

B. Equipment and Personnel: Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work. Provide a list of all Applicant owned or leased equipment intended for use. A current lease agreement, with equipment list, contingent upon ITB award will satisfy this requirement.

C. Traffic Control: The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

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J. Traffic Signal and Device Maintenance

Complete the “Traffic Signal and Device Maintenance” section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the **Traffic Signal and Device Maintenance** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The scope of work may include one or more of the following services listed below, unless specifically excluded. The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform Traffic Signal and Device Maintenance Services. Contractors are responsible for any traffic control, licenses, and permits required satisfying the duties required.

All work by a Contractor must be performed in accordance with the established customs, practices, and procedures of the Department. It may be necessary for a Contractor to have multiple crews working simultaneously in order to meet the time requirements of each project. Applicants will be given the opportunity to qualify for one or more services listed below. Additional information listed below may be found in GDOT Specs at <http://www.dot.ga.gov/PartnerSmart/Business/Source>.

610 - Removal of Miscellaneous Roadway Items	615 - Jacking or Boring Pipe
621 – Concrete Barrier	631 - Permanent Changeable Message Signs
634 - Monuments and Road Markers	636 - Highway Signs
637 - Illuminated Sign System	638 - Structural Supports for Overhead Signs
639 - Strain Poles for Overhead Sign and Sign Assemblies	647 - Traffic Signal Installation
682 - Electrical Wire, Cable & Conduit	925 - Traffic Signal Equipment
926 - Wireless Communications Equipment	935 - Fiber Optic System
936 - Closed Circuit Television (CCTV)	937 - Detection Systems
939 Communication and Electronic Equipment	

The scope of work under this contract will be comprised of the following tasks:

- **Batteries for Battery Backup System Repair**
- **Batteries for Battery Backup System**
- **Blank Out Sign Repair**
- **Emergency Work Order**
- **Grounding (repair)**
- **Jacking or Boring**
- **Outside Plant Fiber Optic Repair**
- **Overhead Signs Repair**
- **Pedestrian Signal Indications Repair**
- **Preventative Maintenance – Ground**
- **Video Detection System Assembly Installation & Repair**
- **Signal Conductor Wire Repair**
- **Traffic Controller Cabinet Repair**
- **Battery Backup System Repair**
- **Battery Backup System Repair**
- **Conduit Repair**
- **Fusion Splice Repair**
- **Installation Services (Labor Only)**
- **LED Indications in Signal Heads Repair**
- **Outside Plant Fiber Optic Replace**
- **Pedestrian Assemblies Repair**
- **Power Connection Repair**
- **Preventative Maintenance – Aerial**
- **Reattaching Signal Conductor Wire, Loop Lead in or Interconnect**
- **Splice Closure Repair**
- **Traffic Signal Poles Removal**

REQUEST FOR QUALIFIED CONTRACTORS FOR ROUTINE MAINTENANCE SERVICES

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- | | |
|---|---|
| <ul style="list-style-type: none"> • Traffic Signal Poles Repair • Vehicle Detection Repair • Pull Box Repair | <ul style="list-style-type: none"> • Transceivers Repair • Vehicle Signal Heads Repair • Wireless Communication Installation & Repair |
|---|---|

TRAFFIC CONTROL AND SAFETY

- A. The Contractor shall maintain traffic control during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

CATEGORY SPECIFIC DEFINITIONS

As listed in GDOT Specifications (<http://www.dot.ga.gov/PartnerSmart/Business/Source>)

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

Preferred IMSA II certified for technicians.

APPLICATION QUESTIONS

- A. Applicants must demonstrate the ability to provide Traffic Signal Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work in the Request for Qualified Contractors for Routine Maintenance Services Manual. Provide information on the Contractor's experience with Traffic Signal Maintenance Services for other clients of similar size, function, and complexity. Provide up to three (3) current or previous contracts/projects.
- B. Provide information on the Contractor's past contracts/projects worked on relating to signal installation, signal maintenance, ITS installation and maintenance over the past 5 years. ***Preferred IMSA II certified for technicians.***
- C. Provide information on the applicant's knowledge and familiarity with GDOT specifications:
- ☐ 615 - Jacking or Boring Pipe
 - ☐ 647 - Traffic Signal Installation
 - ☐ 682 - Electrical Wire, Cable & Conduit
 - ☐ 925 - Traffic Signal Equipment
 - ☐ 926 - Wireless Communications Equipment
 - ☐ 935 - Fiber Optic System
 - ☐ 937 - Detection Systems
 - ☐ 939 - Communication and Electronic Equipment
- D. Describe staffing in terms of numbers and years of experience that would be dedicated to the contract.
- E. Describe how to approach and mobilize crew to execute and complete multiple task orders simultaneously.

REQUEST FOR QUALIFIED CONTRACTORS FOR ROUTINE MAINTENANCE SERVICES
GEORGIA DEPARTMENT OF TRANSPORTATION

K. Tree Cutting, Pruning, and Removal Services

Complete the “*Tree Cutting, Pruning, and Removal Services*” section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the ***Tree Cutting, Pruning, and Removal Services*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The Contractor shall be required to, but not be limited to, the following: furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform tree cutting, pruning and removal operations on dead, diseased, and hazard trees, in accordance with the project specific scope of work as will be set forth in future ITBs.

1. **Tree Cutting:** Cut a tree or trees as specified in the future ITB. Cut main stem or stems flush with the ground or parallel to the contour of the slope. Cut trees utilizing the utmost safety to the contractor and their employees, GDOT personnel, the traveling public, surrounding structures and vegetation on and off the R/W. If trees to be cut pose a safety concern, the Department will direct the Contractor to de-limb and/or cut the tree(s) in sections prior to making final ground level flush cut.
2. **Pruning:** Prune limbs of trees as specified in the future ITB. Prune limbs in accordance and compliance with the current ANSI A300 Standards. At a minimum when pruning, remove limb(s) cut back to the next lateral branch or trunk of tree. Do not leave stubs or injure the branch collar.
3. **Removal:** Upon completion of tree cutting and/or pruning, remove all debris from the right of way and at the end of each workday. Dispose of all debris from cutting operations at locations provided by the Contractor. No burning of debris is allowed on GDOT R/W. Disposal will be in accordance with local and state laws, and any cost incurred for disposal will be the responsibility of the Contractor.
4. **Herbicide Applications:** Upon completion of final cut at ground level on all hardwood species, apply a cut stump treatment herbicide approved by the Department prior to application to prevent re-growth. Apply herbicides at labeled rates and treatment recommendations immediately after final cut is performed. Apply herbicide using a blue dye additive. No additional compensation will be paid for this treatment.
5. **Miscellaneous Provisions:** GDOT personnel will designate any tree(s) to be cut, pruned and removed by the Qualified Maintenance Contractor. Occasionally, fallen tree(s) and/or hazard trees may need to be cut and removed from the paved or vegetative shoulder due to inclement weather.

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TRAFFIC CONTROL AND SAFETY

- A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
 1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

CATEGORY SPECIFIC DEFINITIONS

Debris – Material associated with the tree cutting and pruning operation including stems, branches, bark, leaves, etc.

Georgia Roadside Management – iPhone app, available through the iPhone App Store.

Pruning – Cutting of tree limbs or branches.

Removal – Removing of all debris from the GDOT right of way associated with tree cutting and/or pruning operations.

Tree Cutting – Cutting tree(s) with equipment designed and built for constant heavy use in tough conditions, including roadside conditions.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

1. Applicant, Applicant's staff or Applicant's subcontractor must have subcontractor Georgia Department of Agriculture Pesticide Applicators License(s) with a Category 27-Right of Way Endorsement for persons performing work
2. Applicant, Applicant's staff, or Applicant's subcontractor must have a current and valid *ISA Certified Arborist* credential
3. Applicant, Applicant's staff or Applicant's subcontractor must possess Georgia Department of Agriculture *Pesticide Contractors License*

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APPLICATION QUESTIONS

- A.** Applicants must demonstrate the ability to provide tree cutting, removal, and pruning maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous tree cutting, removal, and pruning maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.
- B. Equipment and Personnel**
Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.
1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITB's with your existing equipment and personnel or how you would supplement it.
 2. Provide current number of personnel available to perform the maintenance services.
 3. Provide a list of all Applicant owned or leased equipment intended for use.
- C. Traffic Control Experience**
The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR Provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.
- D.** Provide a copy of the Applicant's, Applicant's staff, or Applicant's subcontractor current and valid ISA Certified Arborist credential.
- E.** Provide a detailed description of the Prospective Contractor's safety policies, procedures, training requirements and OSHA Safety Standards and/or Labels for each of the following:
- ☐ Chain saws
 - ☐ Chippers
 - ☐ Aerial Lifts
 - ☐ Personal Protective Equipment (PPE)
 - ☐ First Aid Procedures

L. Vegetation Removal Services

Complete the "Vegetation Removal Services" of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the **Vegetation Removal Services** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in [Section III \(Minimum Qualification Standards by Category of Work\)](#) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

Requirements consist of furnishing all labor, material, tools, equipment, means of transportation and incidentals necessary to perform Vegetation Removal that includes random clearing or side trimming and herbicide applications within the limits of the right of way and easement areas of the interstate and limited access routes, 4 lane divided highways, and four (4)-lane and two (2)-lane routes in a safe, effective, and timely manner, as detailed. Services to be performed apply to interstate and state route transportation facilities

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within the existing and possible future rights of way as defined by GDOT. It is the intent of the Department that the successful Contractor will manage and perform all Vegetation Removal operations associated with roadways, bridges, drainage structures, roadside vegetation and aesthetics, traffic services, and as otherwise contained herein. The Contractor will also be responsible for any traffic control, licenses, and permits necessary to satisfy the duties required herein.

TRAFFIC CONTROL AND SAFETY

- A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
 1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
 2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

CATEGORY SPECIFIC DEFINITIONS

Debris - Material associated with the vegetation removal operations including trees, shrubs, bushes, stems, branches, brush, bark, leaves, stump grindings, mulch and saw dust piles, etc. and litter consisting of paper, boxes, bottles, cans, tires, recaps, rubber pieces, mattresses, appliances, lumber, metal pieces, hubcaps, vehicle parts, dead animals, memorials, and other items not considered normal to the right of way, etc. It is not intended for small objects such as cigarette butts, chewing gum wrappers and similar sized items to be removed under this work.

Georgia Roadside Management - iPhone app, available through the iPhone App Store

Pruning - Cutting of tree limbs or branches.

Random Clearing - This work consists of cutting vegetation and removal from the Right of Way and proper disposal of all debris within the clearing limits as specified.

Removal - Removing of all debris from the GDOT right of way associated with tree cutting and/or pruning operations.

Side Trimming - This work consists of pruning and/or trimming of the tree branches that are encroaching or are a threat to encroach from the sides of the R/W onto the travel ways.

Tree Cutting – Cutting tree(s) with equipment designed and built for constant heavy use in tough conditions, including roadside conditions.

Vegetation Removal - This work consists of random clearing, side trimming, herbicide applications and debris removal operations.

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PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

1. Applicant, Applicant's staff or Applicant's subcontractor must have subcontractor Georgia Department of Agriculture Pesticide Applicators License(s) with a Category 27-Right of Way Endorsement for persons performing work
2. Applicant, Applicant's staff, or Applicant's subcontractor current and valid *ISA Certified Arborist credential*
3. Applicant, Applicant's staff or Applicant's subcontractor must possess Georgia Department of Agriculture *Pesticide Contractors License*

APPLICATION QUESTIONS

- A.** Applicants must demonstrate the ability to provide vegetation removal Services for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous vegetation removal contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.
- B. Equipment and Personnel**
Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.
1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
 2. Provide current number of personnel available to perform the maintenance services.
 3. Provide a list of all Applicant owned or leased equipment intended for use.
- C. Traffic Control Experience**
The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.
- D.** Provide a detailed description of the Prospective Contractor's safety policies, procedures, training requirements and OSHA Safety Standards and/or Labels for each of the following:
- ☐ Chain saws
 - ☐ Chippers
 - ☐ Aerial Lifts and All Terrain Tree Trimmers
 - ☐ Personal Protective Equipment (PPE)
 - ☐ First Aid Procedures

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VI. Step 1 - Task B – GDOT will Review Applications and Notify Qualified Contractors

A. Department Review

All submitted applications will be initially reviewed for completeness. The applicant will be notified of any missing information/documentation. All requested missing information must be received in the RouteMaintPreQualification@dot.ga.gov mailbox and/or physically received in the GDOT offices within 48 hours upon receipt of the notification. If all application data/documentation is received prior to the monthly deadline, the complete application and all required and supporting documentation will be forwarded to the Routine Maintenance Contractor Qualifications Review Committee. Only complete applications will be forwarded for review. The Contractor's application shall be examined by the Routine Maintenance Contractor Qualifications Review Committee to determine the Contractor's ability to perform the maintenance category on the application. The Routine Maintenance Contractor Qualifications Review Committee typically meets monthly and votes on whether to approve or deny the qualification of each applicant.

B. Notification

1) Approval

All applicants that pass the review process will receive an initial email notification. Within this first email notification, a copy of the Master Services Agreement (MSA) and other required documents will be included. The qualified contractor will be required to complete the document, sign and return via postal mail to GDOT (submittal address will be listed on the MSA). The qualified contractor will have ten (10) calendar days to return the signed MSA, and all other required information to GDOT. Once these documents are received by GDOT, the MSA will then be routed internally for GDOT approval.

Once the GDOT MSA approval process is complete, the contractor will receive a second email, with a copy of the executed MSA. Contained in the second notification email will be the date of the executed MSA. The five (5) year qualification period will begin on the date of the executed MSA.

All qualified Maintenance Contractors will be listed on the [GDOT website](#) with all applicable qualification dates. This list will be updated monthly.

2) Rejection

All applicants who fail to qualify will be notified via email. Reasons for rejection may be listed in the email. The applicant is encouraged to reapply in the following month(s). Please review the Re-application Process in section [VI.F below](#).

C. Approval Process

Once an applicant receives notification that they are qualified, (and verifies this via the [GDOT website](#)), the contractor will receive the Master Services Agreement (MSA) to be executed by both parties (contractor and Department). Only Qualified Contractors will be eligible to respond to Invitations to Bid. However, the award can only be made to those contractor's with an executed MSA. Please see [Section VII](#) for the Invitation to Bid (ITB) process.

D. Term of Approval

All contractors with an executed MSA will be qualified for a term of five (5) years. The term starts from the date of contract execution. Within six (6) months of the current MSA expiring, the Contractor must re-apply to GDOT in order to remain qualified as a Routine Maintenance

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Services contractor for the category(ies) of service(s).

E. Re-application Process

If there is an application rejection and/or upon renewal, a completed application must be resubmitted to RouteMaintPregulification@dot.ga.gov. All application material must be included in the reapplication as was required in the original application process.

VII. Step 2 – How to Bid on Projects - Invitation to Bid Process

A. Step 2 - Task A – Complete Invitation to Bid (ITB)

All future ITBs/RFQs will be announced through the public posting of the Georgia Procurement Registry (GPR). All Contractors must pre-register with the Department of Administrative Services (DOAS) to respond to bids on the GPR. Information regarding registration may be found at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>. Only those qualified contractors (as listed on the GDOT website) for the specific category of service(s) will have the opportunity to submit a bid (pricing for a specific project listed) on the Georgia Procurement Registry (GPR) via an ITB. Only those pre-qualified contractor's bids will be accepted.

Each ITB will include detailed information about the services generally described in the application and this manual, as well as payment and performance bond requirements applicable at the ITB stage. Each bid submitted in response to an ITB must be accompanied by a bid bond or proposal guaranty, in accordance with O.C.G.A. 13-10-20(a) and O.C.G.A. 32-2-68(a). Each ITB will include detailed information about the amount and form of the bid bond or proposal guaranty required.

If an applicant is deemed a Qualified Routine Maintenance Services Contractor, based on the evaluation of its application, the Department and the Contractor will execute a Master Services Agreement (MSA, see sample in [Appendix A](#)). The MSA is a written contract containing terms and conditions that will govern all future work awarded to the Qualified Routine Maintenance Services Contractor via the Invitation to Bid (ITB) process.

Upon executing a MSA with Qualified Maintenance Contractors, GDOT anticipates issuing ITBs, by District to seek bids, including pricing information, from those Qualified Maintenance Contractors interested in performing the various applicable Routine Maintenance Services. The Department will select one or more contractors to perform the services based upon the ITB requirements.

See [Appendix E](#) for information on how to register as a bidder/supplier on the Georgia Procurement Registry.

NOTE: *ITB is the same as Request for Quotation (RFQ) or low price based bid.*

1. Suppliers who qualified based on GDOT NIGP codes and the category selected will receive electronic invitations automatically from Team Georgia Marketplace. Click on link in email notice to view bid opportunities.
2. Clicking on the link in the email will bring you to the Team Georgia Marketplace login screen.
3. Once logged in the link will bring you directly to the bid invitation.
4. Read bid, complete form and attach all required documents. Access tutorial about bidding on ITBs at <http://pur.doas.ga.gov/TeamGeorgia/videos/RespondToEventsWeb/player.html>

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5. Enter dollar amount as specified in the specific ITB. You must insert pricing into Team Georgia Marketplace (TGM). The prices entered into TGM must be consistent with the prices entered in the ITB form, which must also be completed. If a conflict exists, the signed ITB form will rule.
6. Print ITB form, sign, notarize, scan and upload entire document
7. Upload signed form to Team Georgia Marketplace application.

B. Step 2 - Task B – Bid Evaluation Process

1. Upon receipt of their bid package GDOT will evaluate. Award is based on lowest responsive and responsible bidder. The winner will be notified by GDOT. The awarded contractor will have ten (10) days submit to GDOT all requested information, which may include (but not limited to): insurance documentation and all applicable bonds. Upon receipt of the requested documentation, GDOT will issue the Notice to Proceed via purchase order.

**NOTE: Award is contingent upon executed Master Services Agreement (MSA). See below.*

2. Upon receipt of the winning Contractor's original bid package, the Department will issue a Notice of Award via a Purchase Order which will authorize the Contractor to begin work

The application and supporting documentation is not binding upon the Department and does not obligate the Department to procure or contract for any services from any Qualified Routine Maintenance Services Contractor.

C. Step 2 - Task C: Receive Award

1. Georgia DOT will post the **Notice of Award** to the Georgia Procurement Registry website.
https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp
2. The intended awardee will be notified by e-mail and must submit the hard copy of their bid response, with original signatures and required seals, along with any other requested documents no later than 10 calendar days after award notification. Upon receipt of the winning Contractor's original bid package, Georgia DOT will issue a **Notice of Proceed** via a Purchase Order, which will authorize the Contractor to begin.
3. Suppliers will receive Notice to Proceed via Purchase Order prior to starting work.

VIII. Suspension of Qualified Contractors

The Department may suspend or revoke the qualification of contractors qualified to perform work for the Department. Causes for Suspension of qualifications include, but are not limited to: default, termination, unacceptable performance, failure to provide all required invoicing information, and adverse actions taken by the applicable licensing board divisions of the Office of Secretary of State. Suspension of qualification in one category may result in suspension of qualification in all categories.

Although Qualified Routine Maintenance Contractors are not required to be prequalified construction contractors, if the Georgia Department of Transportation Board of Review takes any action to suspend or revoke a contractor's qualification, that contractor shall be automatically removed from the list of Qualified Maintenance Contractors and thus will not be eligible to bid on future ITBs. A contractor, whose qualification are suspended or revoked, may not be eligible to continue performing services under its existing MSA or any previously issued ITB(s) during the suspension period or after the revocation. Any contractor removed from the list of Qualified Maintenance Contractors resulting from this qualification process because its qualification is suspended may submit an application after its suspension period ends.

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No Qualified Routine Maintenance Contractor that is subsequently suspended or debarred by any State or Federal entity will be eligible to continue performing services under its existing MSA or any previously issued ITB(s) during the suspension period or after the revocation and will not be eligible to submit bids on future ITBs during the suspension/debarment period.

- A. The Department will notify a contractor in writing if their qualification status has been revoked or suspended and cite specific reasons why this action was taken. After the contractor receives their suspension notification, they may choose from the following actions:
- 1) If a contractor wishes to appeal, they should make a formal appeal in writing to the Chairperson of the Routine Maintenance Contractor Qualifications Review Appeals Sub-Committee within thirty (30) days from the receipt of the suspension letter. The Chief Engineer shall serve as the Chairperson of the Appeals Sub-Committee. If the decision of the Chief Engineer supports the original judgment of the State Maintenance Engineer, the contractor will not be allowed to reapply for qualification in the maintenance category for a period of no less than one (1) year from the date of their notification.
 - 2) If the Appeals Sub-Committee rules that the suspension is valid based on the evidence provided and the contractor desires to seek a higher appeal, they may do so in writing to the Deputy Commissioner. The decision of the Deputy Commissioner shall be final.
 - 3) If a contractor is reinstated after a period of suspension and a second suspension is issued, ineligibility for category, and potentially all applicable categories, will be for a minimum of three (3) years, and possibly indefinite, depending on the severity of the violation.
 - 4) If a contractor on suspension wishes to be reinstated in the suspended category, it shall submit a Corrective Action Plan to the Department no less than three months before possible reinstatement. At the time of reinstatement, the contractor shall submit documentation showing the corrective measures implemented. The Department shall review the Contractor's documentation along with any additional documentation from on-going deliverables and make a determination to reinstate, continue or extend suspension.
 - 5) If the contractor's qualification expires during the suspension period, the contractor can only reapply after the suspension ends. If an application of renewal is submitted, it must include a copy of the Corrective Action Plan that was reviewed and approved by the Department.
- B. The Department may suspend for a specified period of time, or revoke for good cause, any Contractor's MSA. Any Contractor who's MSA has been suspended or revoked for good cause will not be permitted to submit bid proposals or subcontract to perform work on any Department contracts, regardless of the dollar amount of the bid during the period of suspension or revocation. Good cause shall include, but not be limited to the following:
- 1) Failure or refusal to comply with GDOT policy or the MSA;
 - 2) Failure, due to the fault of the Contractor, to carry out any contract or ITB awarded by the Georgia Department of Transportation;
 - 3) Default on any contract or ITB awarded by the Georgia Department of Transportation;
 - 4) Falling more than 15% behind schedule, due to the fault of the Contractor, on two or more projects excluding resurfacing projects;
 - 5) Conviction or entry of a plea of guilty, nolo contendere, or first offender treatment, by persons who are principles, owners, or partners with the Contractor, for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract, or for conspiracy, contract or combination in restraint of trade or of free and open competition in any transaction with a state, the United States, or any state or federal agency or instrumentality or political subdivision thereof;

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- 6) Conviction or entry of a plea of guilty, nolo contendere, or first offender treatment, by persons who are principles, owners, or partners with the Contractor under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a State Contractor;
 - 7) Conviction or entry of a plea of guilty, nolo contendere, or first offender treatment, by persons who are principles, owners, or partners with the Contractor under State or Federal antitrust statutes arising out of the submission of bids or proposals;
 - 8) Any other cause so serious and compelling as to affect the present responsibility of the Contractor, including a suspension or debarment by another state or federal governmental entity;
 - 9) Any violation of the conflict of interest provisions of Official Code of Georgia Annotated Sections 45-10-20 through 45-10-28; and
 - 10) Failure to comply with any Federal regulations.
- C. When the Qualification Committee receives information to give it reasonable cause to believe that there is good cause for suspension or revocation, the Qualification Committee shall recommend to the Board of Review that a hearing be held for the purpose of determining whether good cause exists to suspend or revoke the MSA of such contractor.
- 1) Within thirty (30) days of the receipt of such recommendation, the Qualification Committee shall set a date and time for a hearing to be held in the matter, and shall issue a written notice of the hearing to the contractor. The written notice of the hearing shall inform the contractor of the charges against him, of the date and time of the hearing, and of his right to attend, to be represented by counsel, to cross-examine witnesses against him, and to respond and present evidence on all issues. The written notice may be served personally or by certified mail, return receipt requested, mailed to the contractor's last known mailing address.
 - 2) Hearings by the Qualification Committee shall be conducted in accordance with the provisions of the Georgia Administrative Procedure Act. Within thirty (30) days after the conclusion of the hearing, the Qualification Committee shall render a written decision and shall cause a copy of the decision to be served upon the contractor. The decision may be served personally or by certified mail, return receipt requested, mailed to the contractor's last known mailing address.
 - 3) In the event the Qualification Committee determines that there is good cause for suspension or revocation, the Qualification Committee in its written decision, shall direct the Qualification Committee either to revoke the Contractor's MSA or to suspend it for a period of no less than thirty (30) days and no more than five (5) years.
 - 4) An appeal of the decision may be filed with the Routine Maintenance Contractor Qualifications Review Committee.
- D. The suspension or revocation of the Contractor's MSA shall not affect obligations under any pre-existing contracts except as may be amended and/or terminated by the parties.
- E. In the event a successful bidder refuses or fails to execute and return the ITB and forfeits the bid bond, the Routine Maintenance Contractor Qualifications Review Committee will evaluate the circumstances and is authorized to disqualify the bidder for submitting a bid on the same project if it is reoffered for bids.

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Appendix A

Routine Maintenance Contractor Qualifications Review Bylaws

I. Name:

Routine Maintenance Contractor Qualifications Review Committee (Qualification Committee)

II. Purpose:

The purpose of the Routine Maintenance Contractor Qualifications Review Committee is to provide for minimum and consistent standards of contractor services. The committee shall be responsible for maintaining the list of approved qualified contractors by maintenance category according to the requirements set up within the GDOT Routine Maintenance RFQC.

III. Membership:

- A. Membership of the Routine Maintenance Contractor Qualifications Review Committee shall consist of the State Maintenance Engineer who shall serve as chair, the State Traffic Engineer, State Maintenance Liaisons, Pavement Asset Manager, State Office Maintenance Engineer, Landscape Architect Manager, and the Agronomist Managers.
- B. Members may designate other Department employees to participate in committee meetings at their discretion. Members and designees must be active, full-time employees of the Georgia Department of Transportation.
- C. Members and/or designees to the committee shall be appointed by the State Maintenance Engineer.
- D. Other Department Office Heads are encouraged to participate in committee meetings or designate other Department employees to participate in their absence.

IV. Voting:

- A. Each committee member or their designee may vote. Each committee member and designee shall collectively retain only one vote.
- B. If a member and their voting designee are not able to attend a meeting, they shall designate a temporary representative to attend the meeting in their place without voting privileges.
- C. In the event of a tie vote during a committee meeting, the Chair shall have a casting vote.

V. Officers:

- A. Officers consist of the Chair and a Secretary.
- B. The chair shall be the State Maintenance Engineer or his designee.
- C. The Secretary shall be appointed by nomination of the Procurement Administrator and approval by the Chair.

VI. Responsibilities of Members, other Office Heads and their Designees:

- A. The Chair shall:
 - 1. Call regular meetings.
 - 2. Preside over meetings.
 - 3. The Chair shall appoint a Department representative to preside in his absence, if unable to attend.

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B. The Secretary shall:

1. Take accurate minutes for each meeting.
2. Document attendance by committee members for each meeting.
3. Submit a copy of all meeting minutes no less than five (5) business days after each committee meeting to each member of the committee or their designee(s).
4. Compile and track the qualification applications by contractor for each committee meeting.
5. Submit maintenance category applications to the designated reviewer no less than 15 business days before the scheduled committee meeting.
6. Submit a draft agenda for upcoming meetings to each member of the committee or their designee(s) no less than two (2) days before each meeting.
7. Submit qualification notification and/or denial letters to each contractor as approved by the committee no less than ten (10) business days after the committee meeting.
8. Ensure the qualification web site and postings are current and accurate.
9. Track membership of the qualification committee.
10. Schedule the location and teleconference number for each committee meeting.
11. Maintain a record of all consultant qualification applications and certificates for no less than five (5) years after submittal by the consultant.
12. Maintain the electronic forms for maintenance category applications.

C. Committee Members, other Office Heads, and their Designees shall:

1. Review contractor qualification applications for assigned maintenance category.
2. Complete the application review and maintenance category approval/denial recommendations of all submitted contractor qualification applications no later than the Friday before the scheduled committee meeting.
3. Review the submitted draft agenda for completion and accuracy before the scheduled committee meeting.
4. Review maintenance category requirements for assigned maintenance category periodically for errors, omissions, or clarity issues.
5. Make recommendations to the committee for revisions to the qualification manual and/or application process as needed.

VII. Meetings:

- A. Meetings shall be held on the second Wednesday of each month unless otherwise directed by the Chair.
- B. Special Meetings may be convened as directed by the Chair.
- C. A quorum of the committee shall consist of at least four voting members or their designees, not including the Chair, being present.
- D. Discussion to obtain a consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded.
- E. Meetings may be attended in person or via teleconference.

VIII. Attendance:

- A. Attendance by committee members or their designee(s) is expected.

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IX. Subcommittees:

- A. Subcommittees may be established at the direction of the chair.
- B. Subcommittees may be of any size.

X. Amendments:

- A. The committee bylaws may be amended by a majority vote of the Routine Maintenance Contractor Qualifications Review Committee members.

XI. Ratification:

- A. The Routine Maintenance Contractor Qualifications Review Committee hereby adopts these bylaws effective April 1, 2016.

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Appendix B

Application Form

The following is an example of the Routine Maintenance Service Category Application Form. The actual Application form will be found on the GDOT website.

[Application Form](#)

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Appendix C

Master Services Agreement (MSA)

If you are deemed a qualified Routine Maintenance Services Contractor through the qualification process, you will receive an email notifying you of your status. In the notification email you will receive a copy of the Master Services Agreement (MSA) for you to sign and return an original hard-copy to GDOT (via postal mail).

Qualified contractors will be allowed to submit bids once approved, and prior to the MSA being executed. However, work may not commence prior to an executed MSA.

The Contractor is fully and totally responsible for the accuracy and completeness of all work performed under the future MSA and shall save the State harmless and shall be fully liable for any additional costs and all claims against the State which may arise due to errors, omissions and negligence of the Contractor or its subcontractors in performing the work.

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Appendix D

Invitation to Bid (ITB) Samples

The following are **examples** of each Routine Maintenance Service Category Invitation to Bid (ITBs). Actual ITBs may or may not contain similar specifications

SAMPLES OF ITB

#	ROUTINE MAINTENANCE SERVICE CATEGORY
A	<u>Fencing, Barricades and Handrail Maintenance</u>
B	Herbicide Application Services
C	Highway Mowing and Maintenance Service (Mowing Services)
D	Joint Repair of Bridge Structures
E	Landscaping Maintenance Services
F	<u>Pavement Marking - Short Line Pavement Striping</u>
G	Pavement Preservation Maintenance Services
H	<u>Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services</u>
I	<u>Sound Barrier, Visual Barrier and Various Wall Maintenance</u>
J	Traffic Signal and Device Maintenance
K	<u>Tree Cutting, Pruning, and Removal Services</u>
L	<u>Vegetation Removal Services</u>

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Appendix E

GPR Registry Quick Reference Guide

The Georgia Procurement Registry (GPR) is where all ITBs will be posted. The GPR can be found at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

1. Access Team Georgia Marketplace website.
<https://saofn.state.ga.us/psp/sao/SUPPLIER/ERP/h/?tab=DEFAULT>
2. Select "Register as a Sourcing Bidder" or "Register as a Supplier" under the login table.
 - Access <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier> for more information.
 - Access <http://doas.ga.gov/state-purchasing/purchasing-education-and-training/supplier-training> to watch a tutorial on how to register.

When you click on the GPR link, you should see:



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To search for GDOT Routine Maintenance Service categories, please use the Criteria as illustrated below

**Access Team Georgia
Marketplace to register and
Manage your
Bidder/Supplier Profile**

SEARCH CRITERIA

The following search criteria may be used in any combination. If there are no Solicitation Events that meet ALL of the selected criteria, no Events will be displayed in the search results.

Type of response required

ALL

ELECTRONIC RESPONSES

PAPER RESPONSES

Event Status

ALL ▼

Government Type

STATE GOVERNMENT ▼

Select Government Entity

TRANSPORTATION-2, DEPARTMENT OF ▼

Search Title and Description

(Enter word or phrase.)

Sort List By

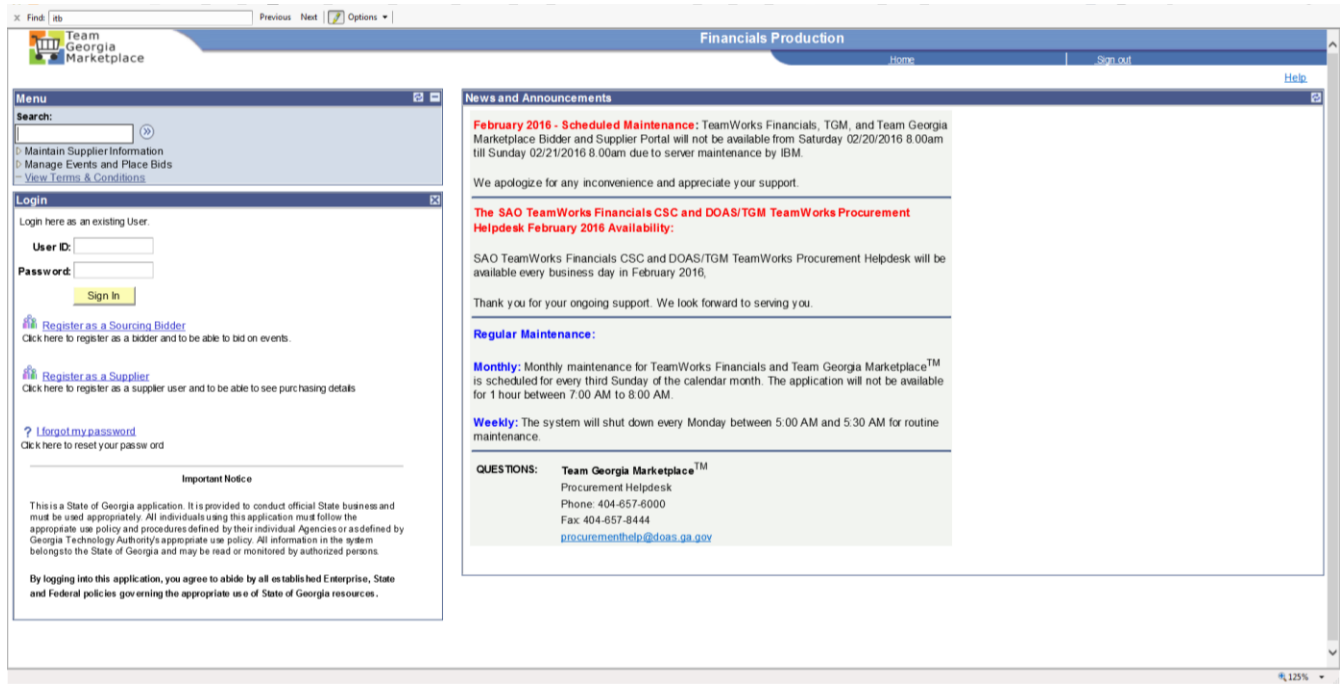
CLOSING DATE ▼

SEARCH

RESET

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Upon clicking the “Bidder/Supplier Profile” link, you should see the following:



The screenshot shows the Team Georgia Marketplace website. The top navigation bar includes "Financials Production", "Home", and "Sign out". The left sidebar contains a "Menu" with a search bar and links for "Maintain Supplier Information", "Manage Events and Place Bids", and "View Terms & Conditions". Below the menu is a "Login" section with fields for "User ID" and "Password", and a "Sign In" button. There are also links for "Register as a Sourcing Bidder", "Register as a Supplier", and "I forgot my password". An "Important Notice" section is at the bottom of the sidebar. The main content area is titled "News and Announcements" and contains several updates, including a scheduled maintenance notice for February 2016, an announcement about the availability of the SAO TeamWorks Financials CSC and DOAS/TGM TeamWorks Procurement Helpdesk, and information about regular maintenance schedules. A "QUESTIONS" section provides contact information for the Team Georgia Marketplace Procurement Helpdesk.

Please see <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier> for assistance with registering as a Supplier in Team Georgia Marketplace.

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APPENDIX F – Supplemental Forms

Forms 1 - 8

All of the following **MUST** be included in application email or submittal via postal mail:

Application Form

- 1) Certificate of Non-Collusion
- 2) Georgia Tax Compliance Form
- 3) Reference Form
- 4) Company Experience Form
- 5) Georgia Security and Immigration Compliance Act Affidavit
- 6) Conflict of Interest Disclosure Form
- 7) Current State of Georgia Business License OR Business Registration [SOS Site](#)
- 8) Certification Form
- 9) Licensing/Accreditation Form

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APPENDIX G

District Map

Georgia Counties and GDOT Field Districts

